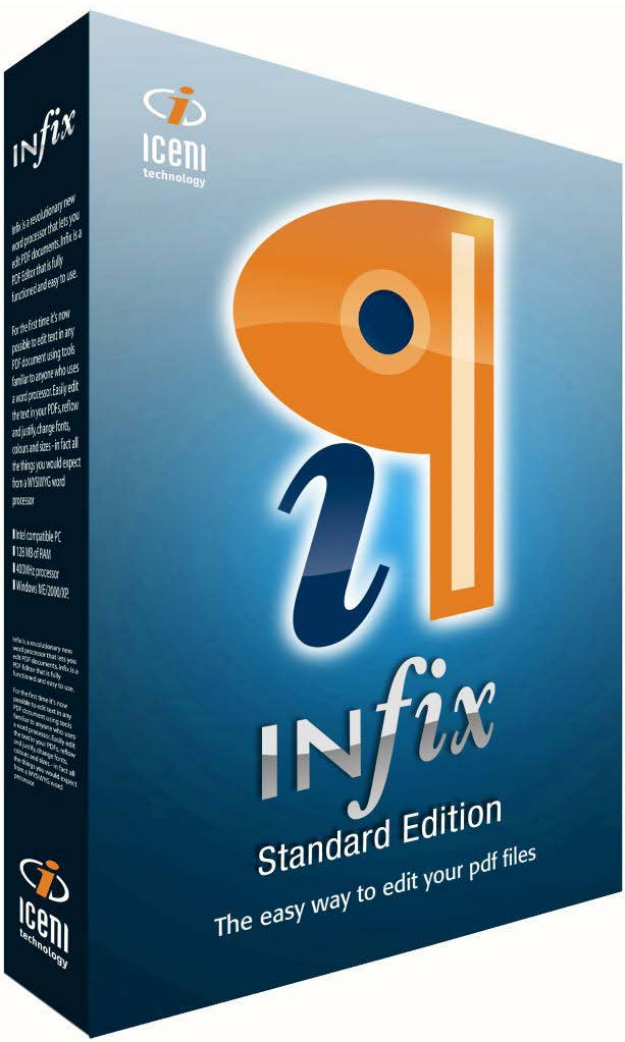

User Guide

Version 5 - All Editions

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Infix Version 5 User Guide

Covering Infix version 5.00 onwards

For technical support and software updates, visit **www.iceni.com/support.htm**

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What's new?

If you are familiar with Infix version 4, here is a summary of the major enhancements to version 5.

- "Commenting toolbar" on page 27
- "Joining multiple PDFs" on page 32
- "PDF photo albums" on page 33

- "Inserting new images" on page 47
- "Object borders" on page 48
- "Layout grid" on page 55
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- "Find & Replace in hyperlinks" on page 123

- "Page margins" on page 131
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- "Comments catalogue" on page 145
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- "Exporting images & illustrations" on page 174
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- "Exporting article threads" on page 181
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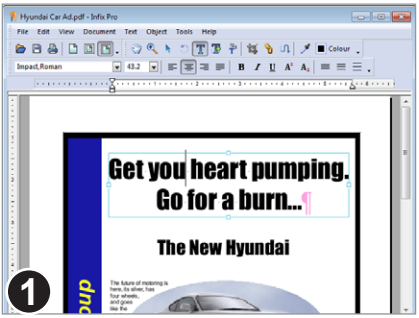
- "Importing translated text" on page 200
- "Managing font substitutions" on page 203

- "Preferences" on page 222

Basic text editing

Standard Pro

Infix enables you to edit text in a PDF document as if you were using a regular word processor.



Open the PDF to be edited.

In this example there is an 'r' missing from 'you'.

From the toolbar select the **Text tool**.

Click the mouse on the text to be edited. After a short pause, while Infix prepares the page for editing, you can start editing.

Edit the text - in this example the letter "r" has been added to "your".

The red box indicates that the text box is too small to show all the text.

In the next step the text box will be re-sized to reveal this hidden text.

Continued...

Notes

- The new 'r' is displayed in red because **Show changes** is enabled in the Preferences dialogue. This change highlighting is only visible in Infix and not in any other PDF viewer.

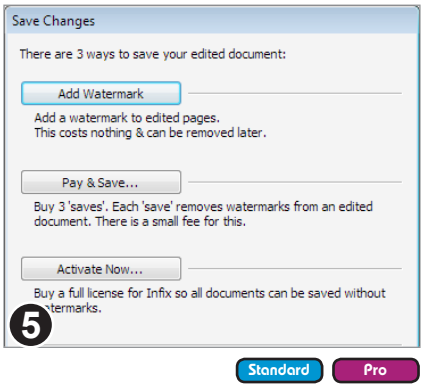
Continued from previous page

To reveal the missing text, resize the text box.

Drag the left & right resize handles outwards to make the box slightly wider.

The text now fits on two lines as before.

Save the changes you have made to your PDF.


Save Changes
There are 3 ways to save your edited document:
Add Watermark
Add a watermark to edited pages.
This costs nothing & can be removed later.
Pay & Save...
Buy 3 'saves'. Each 'save' removes watermarks from an edited document. There is a small fee for this.
Activate Now...
Buy a full license for Infix so all documents can be saved without
termarks.
5
Standard
Pro

If you have the free version of Infix you will see this dialogue box.

You have the option to save your PDF with a watermark added to edited pages. The watermarks can be safely removed at a later date.

The second option allows you to save the PDF without a watermark for a small fee.

The third option activates your copy of Infix using the activation key supplied when you purchase the product. After activation watermarks are no longer added to PDFs.

Notes

- If you are using the free version of Infix in 'Pro' mode you will need to purchase Infix Pro to remove watermarks added. Alternatively, any kind of watermark can be removed using the Pay & Save function. See "Using Pay & Save" on page 19 for more details.

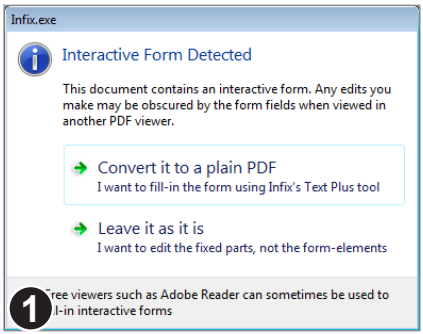
Form filling

Form Filler Standard Pro

Infix can be used to quickly fill-in basic PDF forms. These are simply PDF versions of traditional paper forms that would otherwise have to be printed out, filled-in by hand then scanned back into the computer.

Using Infix you can speed up the entire process while keeping the form entirely digital and available to email to a third party.

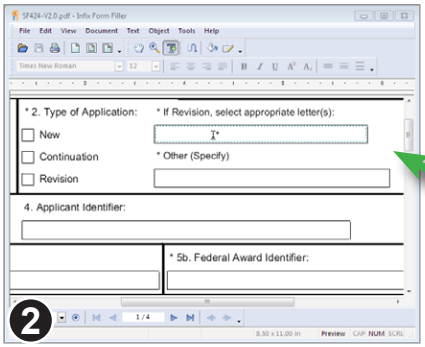
Infix Form Filler offers simplified menus and toolbars for the purpose of filling-in forms. In this mode Infix does not add watermarks to edited documents.


Infix.exe
Interactive Form Detected
This document contains an interactive form. Any edits you make may be obscured by the form fields when viewed in another PDF viewer.
Convert it to a plain PDF
I want to fill-in the form using Infix's Text Plus tool
Leave it as it is
I want to edit the fixed parts, not the form-elements
1

Open a PDF to be filled-in.

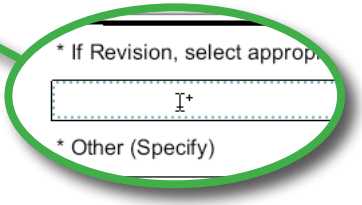
If your PDF has interactive elements (not just a simple form) you will be asked if you want to remove them.

If you leave them in and fill-out the form, the interactive elements may obscure your answers when viewed in other PDF viewers. If you only intend to view or print your document using Infix, it doesn't matter which option you choose.



Select the **Text Plus** tool.

As you move the mouse over the form, Infix will try to highlight the areas to be filled-in.

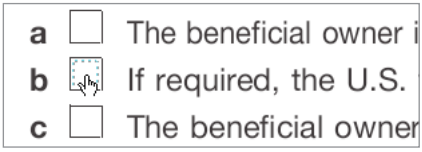


Click on a highlighted area to begin typing into it.

Hold the **Control** key when you click to ignore Infix's guess and create a small, single-line text box.

Continued...

Continued from previous page



If Infix determines that the item under the mouse looks like a check-box, it changes the cursor to a pointing hand.

Click to mark the box with an **X**.
Click again to remove the **X**.

Hold the **Control** key and click to ignore the check-box and create a small, single-line text box.

Hold **Control+Shift** to force Infix to create an **X** even when it doesn't recognise the area as being a checkbox.

Notes

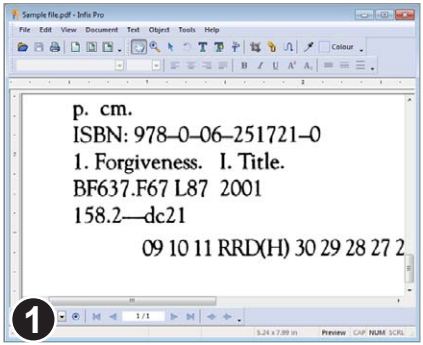
- Use the **Text Plus** tool to create new text boxes in any kind of PDF not just form-style documents.
- The **Text Plus** tool does not edit existing text - only text created by the tool either during this session or from when the PDF was last edited.
- Since Infix is making a guess as the shape and location of editable areas, it may sometimes arrive at an incorrect decision. In this case, hold down **Control** as you click to ignore the guess.
- Filled-in forms are normal PDFs that can be viewed and printed by any PDF viewing application.

OCR corrections

Standard Pro

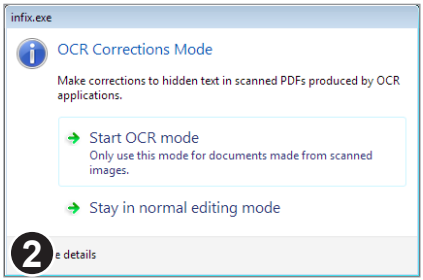
Infix can be used to adjust the hidden text associated with a scanned document. This text is generated by OCR (Optical Character Recognition) software from a scanned image of a printed page.

The OCR text is hidden in the PDF so that it can be searched. Often there are errors in the hidden text that can be difficult to fix because it is hidden.



Open the PDF to be corrected then choose **Document->OCR Corrections->Start**

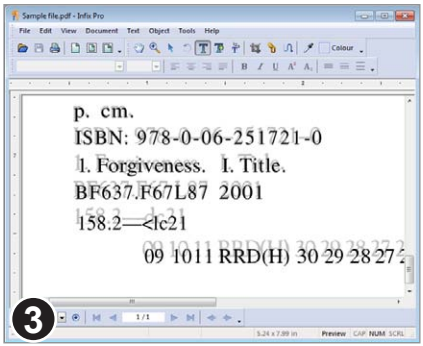
The example shows a scanned page in which the text added by the OCR process is hidden.


infix.exe
OCR Corrections Mode
Make corrections to hidden text in scanned PDFs produced by OCR applications.
Start OCR mode
Only use this mode for documents made from scanned images.
Stay in normal editing mode
e details
2

Since OCR mode could cause a PDF to be substantially changed, you will be asked to confirm your choice.

Always make sure you have a backup of the PDF before you start this mode.

Choose the “Start OCR mode” option to begin.

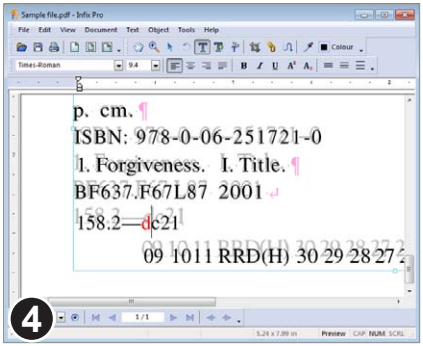


The hidden text becomes visible, the scanned image faded and locked to make editing easier.

You can now edit the text whilst making reference to the original content in the image.

Continued...

Continued from previous page



This example shows some corrections (shown in red because **Show Changed Text** has been enabled in the **Preferences** dialogue box).

After all corrections have been done, choose: **Document->OCR Corrections->Finish**

The OCR text, including any edits you made will become invisible and the scanned image restored to its normal density.

Notes

- If your document happened to contain any non-ocr text added after the scanning process, this too will be hidden at the end of the correction process.
- Choose **View->Text Boundaries** to see the boundaries between different blocks of text.
- Changing the colour of the OCR text can make it easier to distinguish from the background image. This will not effect the finished PDF.
- Some OCR packages create many small text blocks that are difficult to edit. Use the **Marshal Text** facility in Infix Pro to merge disjoint blocks of text into a single, editable text block.

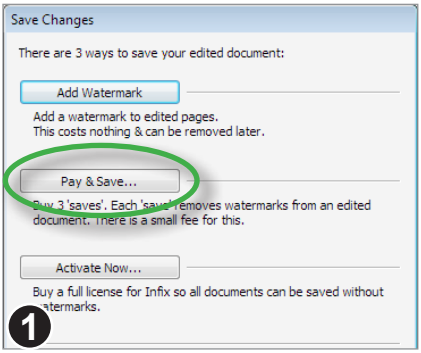
Using Pay & Save

Standard Pro

When you save your edited PDF using the demonstration version of Infix, a watermark is added to each modified page.

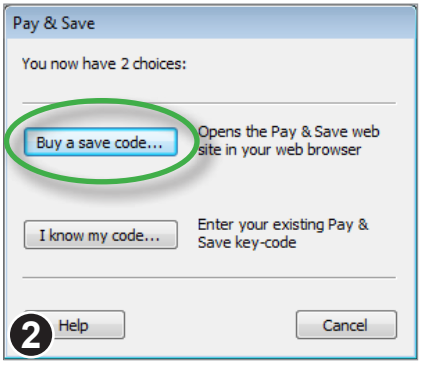
You can avoid adding a watermark even when using the free version of Infix by using the **Pay & Save** option.

You will need internet access in order to use **Pay & Save**.


Save Changes
There are 3 ways to save your edited document:
Add Watermark
Add a watermark to edited pages.
This costs nothing & can be removed later.
Pay & Save...
Buy 3 'saves'. Each 'save' removes watermarks from an edited document. There is a small fee for this.
Activate Now...
Buy a full license for Infix so all documents can be saved without watermarks.
1

Choose **Save...** or **Save As...** from the **File** menu.

Press the **Pay & Save** button to save your PDF without a watermark.


Pay & Save
You now have 2 choices:
Buy a save code...
Opens the Pay & Save web site in your web browser
I know my code...
Enter your existing Pay & Save key-code
Help
Cancel
2

If you don't have a **Pay & Save** code already, press **Buy a save code .**

If you do have a code that you think may still be valid, press **I know my code...** and skip to step 5.

Notes

- Avoid editing watermarked documents with other PDF editing software.
- In "Form Filler" mode a watermark is not added so this dialogue box never appears.

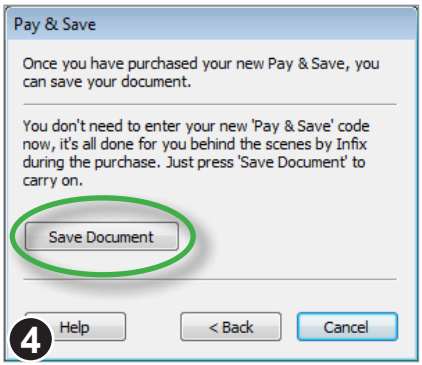
Continued...

Continued from previous page

On pressing the **Buy...** button your web browser will open and display the **Pay & Save** purchase page.

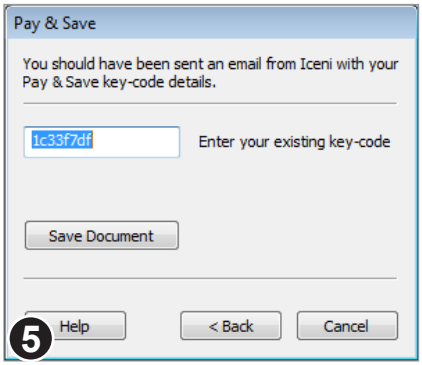
From here you can purchase your **Pay & Save** code using a credit card via a totally secure on-line transaction system.

Your new code is then automatically registered in Iceni's on-line database and a copy is emailed to you for your own records.


Pay & Save
Once you have purchased your new Pay & Save, you can save your document.
You don't need to enter your new 'Pay & Save' code now, it's all done for you behind the scenes by Infix during the purchase. Just press 'Save Document' to carry on.
Save Document
Help
< Back
Cancel
4

Once you have completed the purchase, switch back to Infix and press the **Save Document** button.

Infix will connect to the on-line **Pay & Save** database to verify your recent purchase, then save the PDF removing all watermarks as it goes.



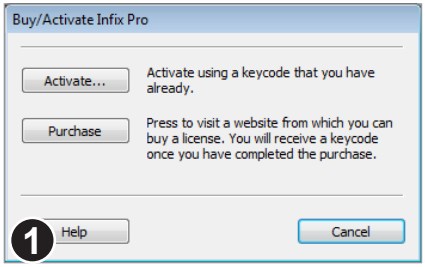
If you already have a **Pay & Save** code from a previous purchase which has not yet been exhausted, you can use it.

Copy the code from the email you received when it was purchased and paste it into the text box.

Activating Infix

Infix Pro and Standard editions add watermarks to saved PDFs unless you activate the software using the code supplied when purchased.

Activations codes are usually provided as part of a purchase receipt email. If you cannot find your code, please contact **sales@iceni.com**


Buy/Activate Infix Pro
Activate...
Activate using a keycode that you have already.
Purchase
Press to visit a website from which you can buy a license. You will receive a keycode once you have completed the purchase.
1
Help
Cancel

Choose **Help->Buy/Activate...** from the main menu bar to display the **Buy/Activate Infix** dialogue box.

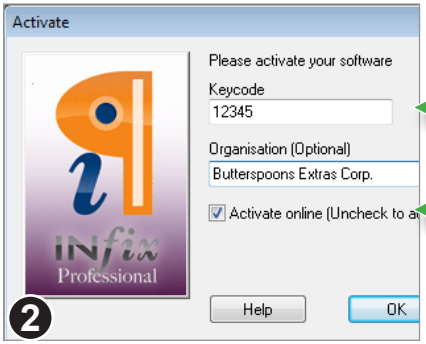
If you have your activation key code to hand, press **Activate...**

If you have not yet purchased Infix, press **Purchase**.

This will attempt to open the Infix web page using your web browser.

Once you have bought a license and have an activation key, press the **Activate...** button.

On-line Activation



Your code may be a number or sequence of numbers and letters or your email address.

On-line activation is the quickest method.

If your computer does not have an internet connection, uncheck this box.

Continued...

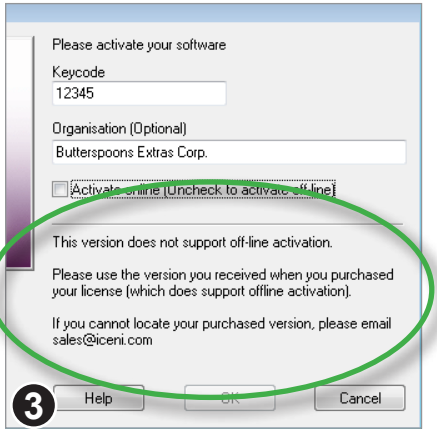
Continued from previous page

Potential Problems

If you computer is behind a fire wall or web access is blocked in some way, the activation may not succeed. If this is the case, follow the off-line activation instructions below.

Off-line activation

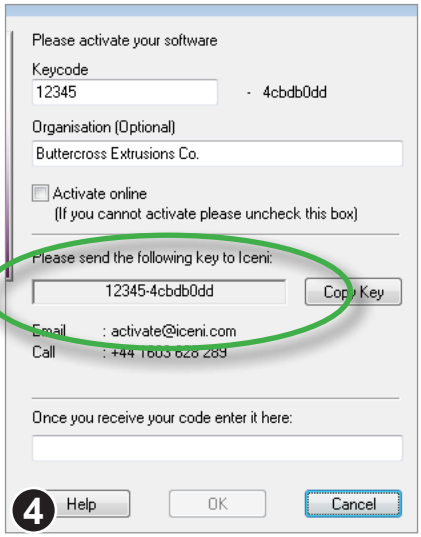
Uncheck the **Activate on-line** check box to reveal the lower part of the dialogue box.


Please activate your software
Keycode
12345
Organisation (Optional)
Butterspoons Extras Corp.
Activate online (Uncheck to activate off-line)
This version does not support off-line activation.
Please use the version you received when you purchased your license (which does support offline activation).
If you cannot locate your purchased version, please email sales@iceni.com
Help
OK
Cancel
3

If you see this message after unchecking the **Activate on-line** check box, you need to obtain a different version of Infix.

As a security precaution, the demo versions of Infix available from Iceni's web site cannot be activated off-line.

Use the download link provided in your emailed purchase receipt or contact **sales@iceni.com** to obtain a version which does allow off-line activation.



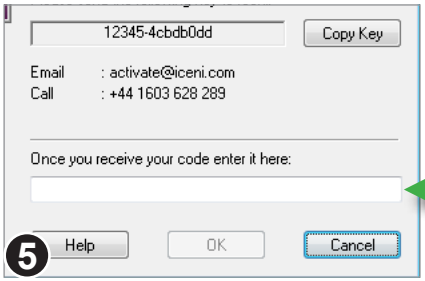
Off-line activation is available in the version of Infix on your CDROM or from the web link included in your emailed purchase receipt.

This is the code you should send to Iceni (your code will be different to that pictured) . The code changes every time you install Infix.

Press the **Copy** button to copy the code to the clipboard (to avoid copying it by hand)

Continued...

Continued from previous page



Iceni will use the code you send to generate an off-line activation key- normally within 24 hours (except at weekends)

When you receive your off-line key enter it here.

The key will only work on the computer you used to generate the code.

It will not work if you have re-installed Infix on that computer since you requested the off-line activation.

Toolbars

The first three toolbars and the status bar are shown by default, the others are hidden.

All of the toolbars shown below can be shown or hidden by using the **View->Toolbars** menu.

Edit toolbar - see page 25

Navigation toolbar

Text formatting toolbar

Drawing toolbar - see page 26

Navigation toolbar - see page 27

Alignment toolbar

Translation toolbar - see "Exporting content for translating" on page 197

Status bar - see "Status bar" on page 28

Edit toolbar

Hand tool - grab the document and pan around to view hidden areas.

Zoom tool - click to zoom in. Control-click to zoom out. Drag out a box to zoom into a region.

Object tool - click to select objects, move and resize by dragging the re-size handles. Drag our a box to select a group of objects. See page 35.

Rotate tool - only active when objects have been selected with the Object tool. Click to change rotation origin. Drag to rotate the selection.
See page 38.

Text tool - click to edit existing text.

Text plus tool - click to add a new text box or edit an existing box added with the tool. Drag to create a new, larger text box.

Linked text tool - click on blocks of text to link them together in order. Click again to unlink. Text will flow between linked blocks.

Crop tool - click and drag to create a crop box. Resize the crop box then press Return to perform the crop.

Hyperlink tool - drag out a box to create a new hyperlink, table or image annotation.

Article tool - drag out a new article box around text. Link article boxes together for easier reading and export.

Fill colour - change the fill colour of selected objects. See page 40.
(Form filler & Infix Standard only.)

Line colour tool - change the outline colour of selected objects. Also change the line thickness. (Form filler and Infix Standard only.)

Infix Pro only

Pipette tool - click on an object to copy its fill & stroke colours to the currently selected object(s). See page 43

Colour picker - click to change the fill or stroke colours of the selection. Also changes the line-width used for stroking. See page 41

Drawing toolbar

Choose **View->Toolbars->Drawing** to show/hide the toolbar.

Pencil (Freehand) - create freehand line drawings.

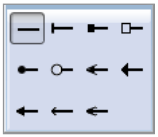
Rectangle - hold down SHIFT while dragging to create squares.

Single lines - single straight lines. Can have arrows applied to their ends.

Ovals - hold down SHIFT while dragging to create circles.

Pen - connected straight lines.

Start arrows - apply various types of arrowhead to the start of a line or group of connected lines.



End arrows - the size of the applied decoration is related to the line width.

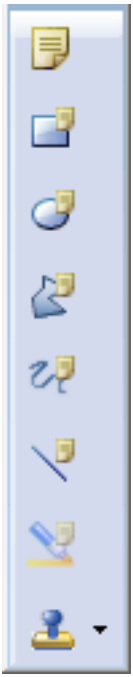
Toggle border - place a simple border around the selected object(s). Useful for placing a border around images.

Commenting toolbar

Choose **View->Toolbars->Commenting** to show/hide the toolbar.

Similar to the drawing tools, these tools allow you to add a comment to each annotation. Unlike the drawing tools, the annotations do not form part of the PDF page but are placed in a separate layer that floats over the page.

The annotations you create also appear summarised in the **Comments** catalogue. (**View->Comments**).



Sticky note - Drag out a box to the size of the required sticky note.

Rectangle note - drag out a rectangle. Hold SHIFT while dragging for squares. Double click to edit the attached note.

Circle note - drag to create an oval. Hold SHIFT while dragging to create a circle.

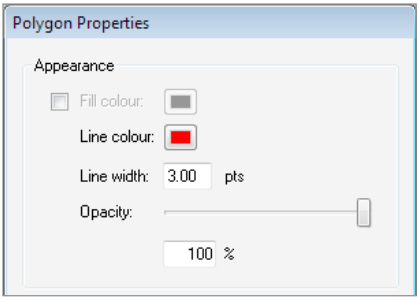
Polygon note - create connected straight line shapes.

Scribble (Freehand) note - create freehand line drawings.

Line note - create a single line

Text highlight - toggles a highlight on the selected text. Select text with the Text tool, then press this button to highlight it.

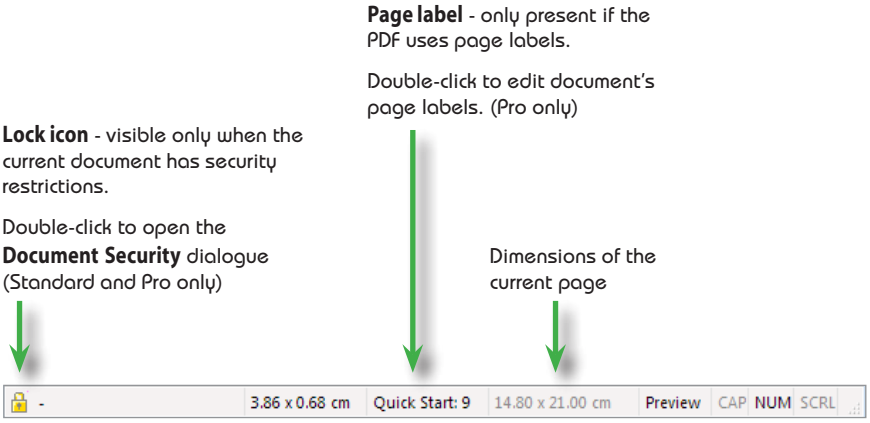
Stamp tool - add a predefined stamp to a page such as "Confidential", "Draft", "Sign here". Also add your signature to a page.



Right-click the mouse over an annotation and choose **Properties...** to access the **Properties** dialogue from where you can change the colour and style of the annotation.

Status bar

The status bar (**View->Status Bar**) provides at-a-glance information and short cuts to commonly used functions and dialogue boxes.


Page label - only present if the PDF uses page labels.
Double-click to edit document's page labels. (Pro only)
Lock icon - visible only when the current document has security restrictions.
Double-click to open the **Document Security** dialogue (Standard and Pro only)
Dimensions of the current page
-
3.86 x 0.68 cm
Quick Start: 9
14.80 x 21.00 cm
Preview
CAP
NUM
SCRL
The dimensions of the currently selected object(s).
Only visible when using the **Object Select** tool.
Rendering mode - shows either **Preview** or **Outlines** depending upon the current rendering mode.
Outline is quicker to draw and makes editing quicker. It has no permanent effect on the PDF, only while viewed in Infix.
Double click to toggle between modes (Standard and Pro only).

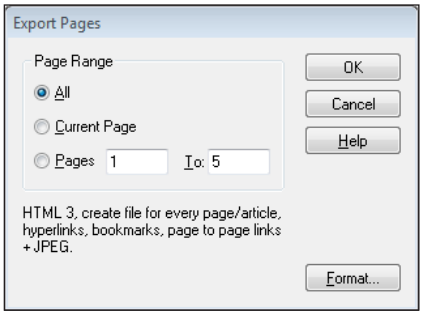
Converting PDF to other formats

Standard Pro

To convert a PDF into HTML, text or RTF or to export the images within a PDF, use file **File->Export** menu.

Infix can export a document on a page-by-page basis or an article-by-article bases (Pro only).

Exporting a range of pages



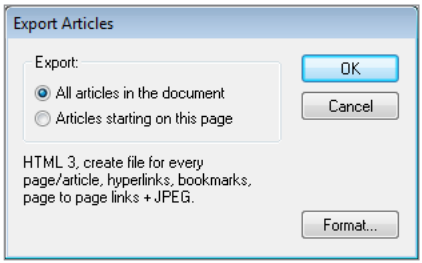
Choose **File->Export->Pages as...**

Choose the range you wish to export.

Near the bottom of the dialogue box is a summary of the output format that will be used for the export. To change the output format, press **Format...**

The output options available are detailed in “General export settings” on page 182.

Exporting by article thread



Pro

Choose **File->Export->Articles as...**

If your document contains no article threads you will need to create some. See “Adding article threads” on page 167.

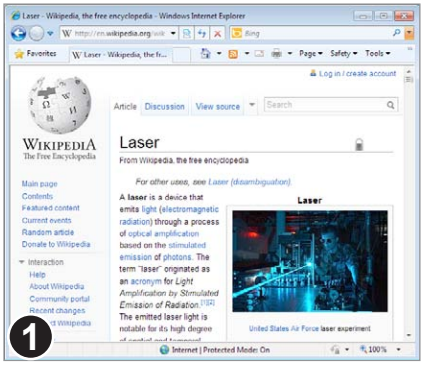
Choose to export just the articles beginning on the current page, or all articles in the document. If no articles begin on the current page, only one option will be available.

Near the bottom of the dialogue box is a summary of the output format that will be used for the export. To change the output format, press **Format...**

The output options available are detailed in “General export settings” on page 182.

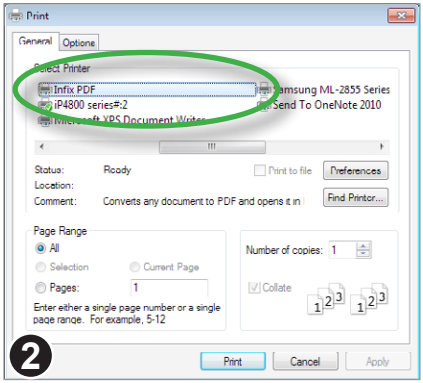
Converting other documents to PDF

To convert any document to PDF, print it using the Infix PDF Printer.



Open the document in the application you normally use to view it.

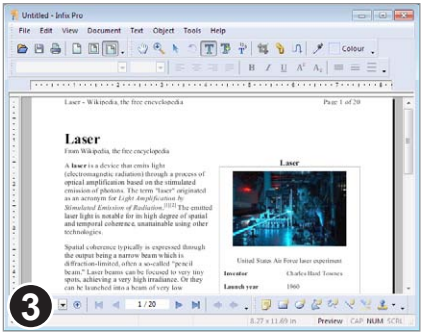
In this example, we're viewing a web page in Internet Explorer.



Print the document and choose **Infix PDF** as the printer to use.

If you do not see **Infix PDF** listed as an available printer it may be that you did not choose to install it when you installed Infix - it is an optional feature.
See "Re-installing the Infix PDF Printer" on page 31

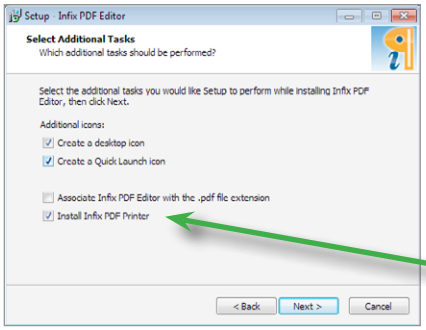
To change the paper-size used for the final PDF, press **Preferences...** then **Advanced...**



After printing has finished, Infix will open showing the new PDF created.

The new PDF may be edited and saved as normal.

Re-installing the Infix PDF Printer


Setup - Infix PDF Editor
Select Additional Tasks
Which additional tasks should be performed?
Select the additional tasks you would like Setup to perform while installing Infix PDF Editor, then click Next.
Additional icons:
Create a desktop icon
Create a Quick Launch icon
Associate Infix PDF Editor with the .pdf file extension
Install Infix PDF Printer
< Back
Next >
Cancel

Make sure Infix is not running then run the Infix installer again.

If you need to download a copy, it will be available on the support page of Iceni's website:
http://www.iceni.com/support.htm

Make sure you choose to install the **Infix PDF Printer** by ticking the checkbox on the 5th screen of the installer.

Joining multiple PDFs

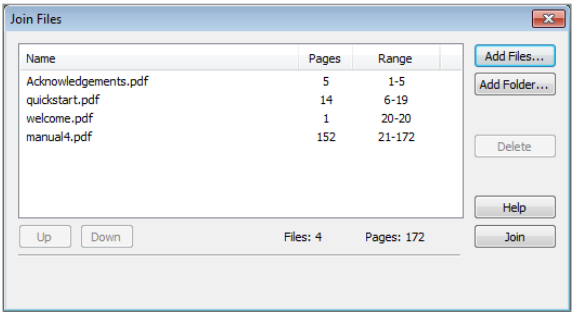
Pro

Infix can quickly join multiple PDF documents into a single document.

Drag & drop any number of PDF files onto an open but empty Infix window or choose **File->Join...**

Adding files

Add further files or entire folders full of files using the **Add Files...** and **Add Folder...** buttons. When adding folders, any PDF found in the folder or its sub-folders will be added to the list. There is no limit on the number of files that can be added.



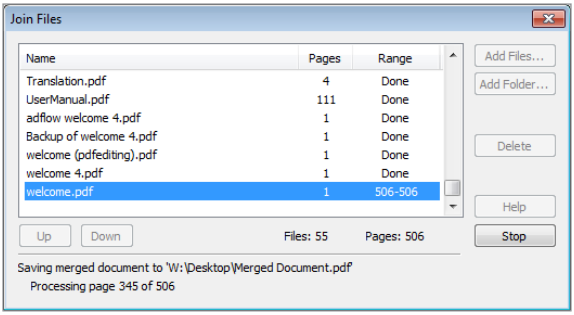
Re-ordering documents

The order of the files in the list is the order in which they will be joined together. To change the order, select a file then press **Up** or **Down** to move it higher or lower in the list.

Joining

Press **Join** to begin the process of merging the documents together. Infix will prompt for a filename for the new merged document.

Once the process is complete, Infix will ask if you wish to open the new file.



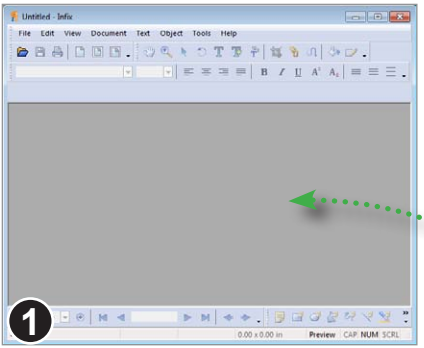
Notes

- To add page numbers to a document after merging see “Cloning objects across pages” on page 101.
- Infix will reject encrypted PDFs. Remove any passwords and encryption from all files before trying to join. See “Security settings” on page 138

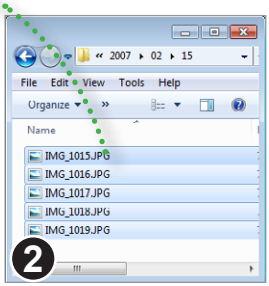
PDF photo albums

Standard Pro

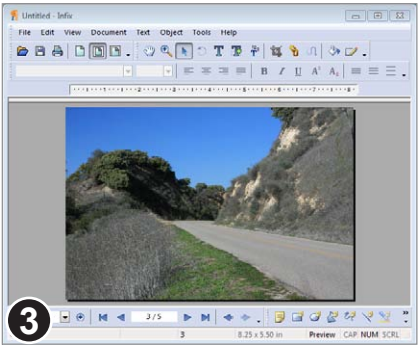
Drag & drop any number of images onto Infix and the software will create a new PDF in which each page shows one of the images dropped.



Ensure no documents are open in Infix.



Drag & drop a selection of JPEG, Tiff, PNG or BMP images onto Infix.



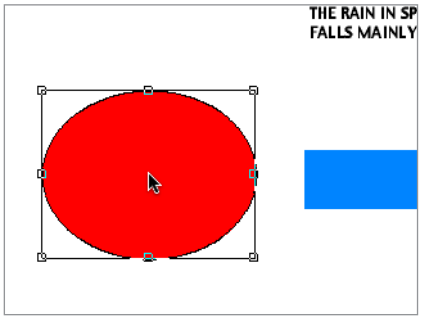
Infix will construct a new PDF in which each page contains one of the dropped images.

Editing Graphics & Images

- ☞ Aligning objects
- ☞ Changing colour & line width (CMYK)
- ☞ Changing colour & line width (RGB)
- ☞ Copying colours between objects
- ☞ Creating clipping masks
- ☞ Grouping objects
- ☞ Hiding objects
- ☞ Inserting new images
- ☞ Layers
- ☞ Layout grid
- ☞ Layout guides
- ☞ Line arrows
- ☞ Locking objects
- ☞ Object borders
- ☞ Removing clipping masks
- ☞ Replacing images
- ☞ Rotating objects
- ☞ Scaling objects
- ☞ Selecting objects
- ☞ Stretching objects
- ☞ Swatches catalogue

Selecting objects

Standard Pro



Select the **Object tool** from the tool bar.

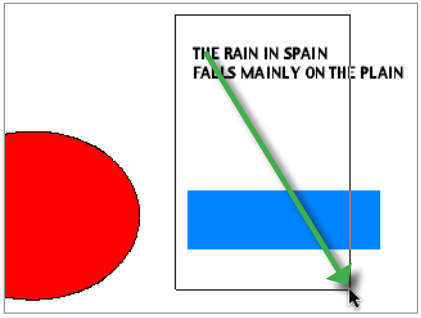
Click on a single object to select it.

If objects overlap, the top-most object is selected.

Ctrl+Shift to select the next object underneath the current object. Each time you **Ctrl+Shift**, the next object down is selected.

Some pages are littered with invisible objects making selections difficult. These objects can usually be safely removed without altering the appearance of the page.

To see invisible objects, choose **View->Outlines** or double-click on the **Preview** in the status bar at the bottom of the main Infix window.



Drag out a box to select all objects touching the box.

Hold **Shift** to remove objects from the current selection.

Cut/Copy/Paste may be used on single objects or groups of objects.

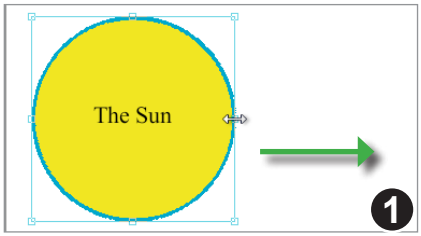
Notes

- Press **Backspace** or **Delete** on your keyboard to delete selected objects.
- Click and drag to move the object or selection of objects to a new position.
- Use the cursor keys to move selected objects by 1 point ($^1/_{72}$ inch). Hold the **Shift** key as well to move by 10 points.
- Copy/Paste of graphics between Infix & other applications is not supported.

Stretching objects

Standard Pro

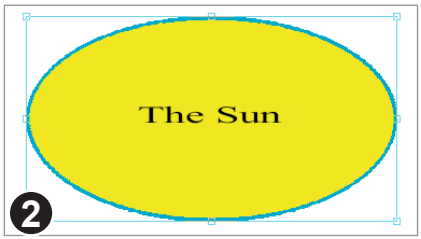
Selected objects can be stretched by dragging the handles on the sides or corners of the selection box. Alternatively, choose **Object->Scale Selection...** (Infix Pro).



Select the object(s) to be stretched using the **Object tool.**

Drag one of the four side-handles or four corner-handles to stretch.

To retain the aspect ration of the original shape(s), hold down the **SHIFT** key while dragging. Doing so in this example would result in a larger circle, not a large oval.



The selected objects will be stretched to fit the box you dragged out.

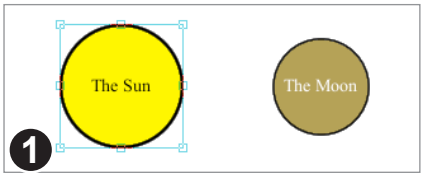
Using the **Object tool** to stretch a text box will stretch the text. To resize a text box without stretching the text, use the **Text tool**.

Notes

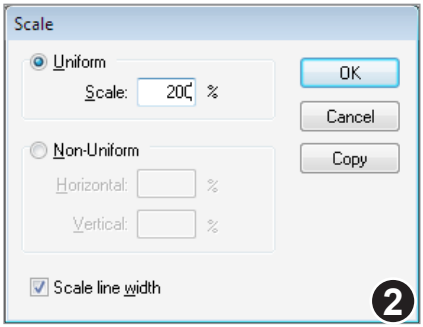
- Line widths are not affected when stretching in this way. To scale these too, use **Object->Scale Selection...** dialogue box (*Infix Pro only*)

Scaling objects

Pro



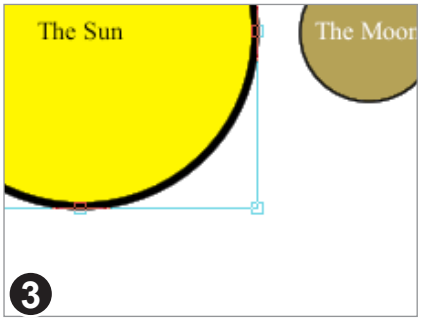
Select the objects to be scaled using the **Object tool**.
Then choose **Object->Scale selection...** from the main menu.

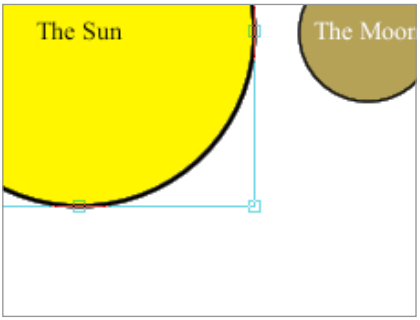


Using the Scale dialogue box you can scale the selection by a single value or different values of the X and Y scales.

You can also specify whether the line width of objects being scaled is also scaled.

Press the **Copy** button to scale a new copy of the selection.



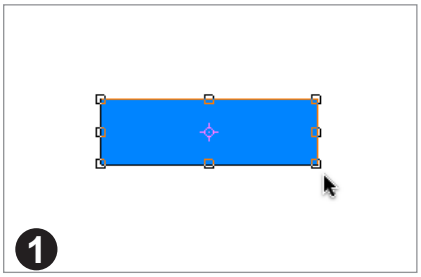


The image on the left shows the effect of a 200% scale which also scaled the line width. The image on the right was scaled without effecting line widths.

Rotating objects

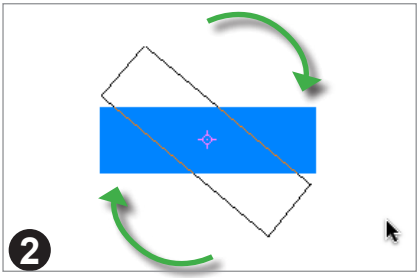
Standard Pro

Selected objects can be freely rotated by any angle. Alternatively, choose **Object->Rotate Selection...** (*Infix Pro only*)



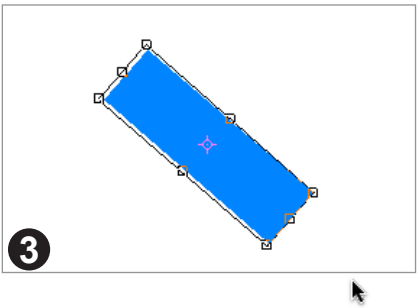
Select the object(s) to be rotated using the **Object tool**.

Now choose the **Rotate tool**.



Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45˚ angles (0, 45˚, 90˚, 135˚ etc.)



Stop dragging to complete the rotation.

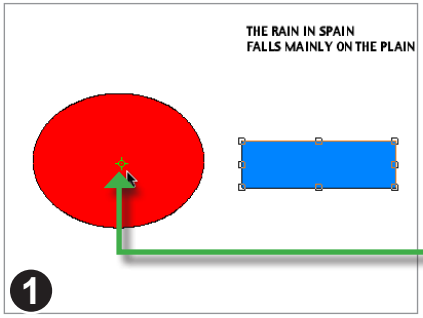
After rotation, the **Object tool** will become active again.

Continued...

Continued from previous page

Changing rotation origin

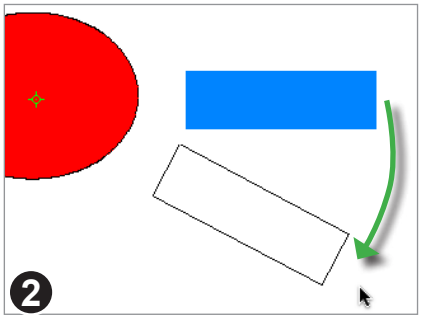
Objects can be rotated around an arbitrary point.



Select the object(s) to be rotated then select the **Rotate tool**.

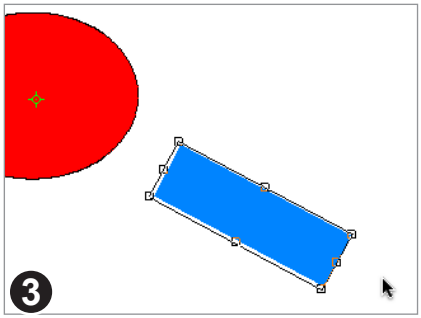
Click the left mouse button to reposition the origin.

Rectangle's origin has been moved to the centre of the circle



Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45˚ angles (0, 45˚, 90˚, 135˚ etc.)



Stop dragging to complete the rotation.

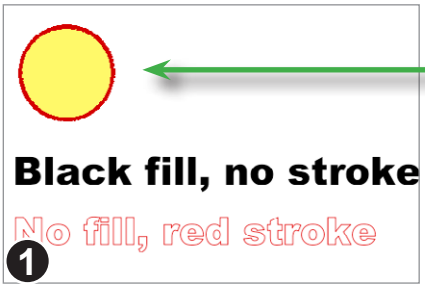
After rotation, the **Object tool** will become active again.

Changing colour & line width (RGB)

Form Filler Standard

All objects (except clipping paths and images) can have a line or stroke colour and a fill colour.

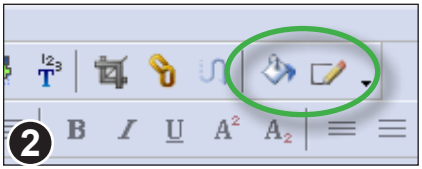
You can choose new colours for either or make the line or fill invisible.



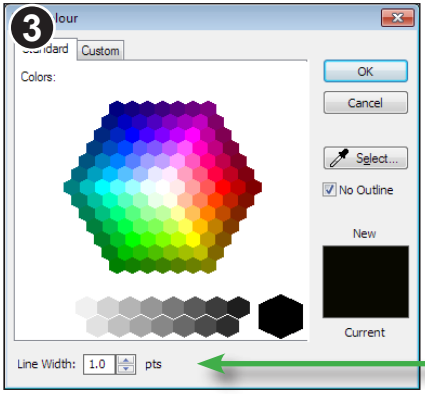
Circle has red line colour, yellow fill colour

Text has black fill colour and no line colour (this is common for text)

Text has no fill colour and red line colour



To change the colour of the selection press the **Fill Colour** or **Line Colour** buttons. These buttons also display the currently selected colour.



The line and fill colour dialogue boxes offer a simple way of selecting colours from the RGB (red-green-blue) colour space.

Click to make the line colour invisible. A similar check box exists on the fill-colour dialogue box for removing the fill colour.

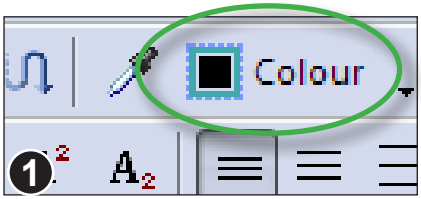
Control the thickness of the outline by specifying a value in points ($^{1}/_{72}$ inch)

A thickness of 0.0 will be rendered as a hairline.

Changing colour & line width (CMYK)

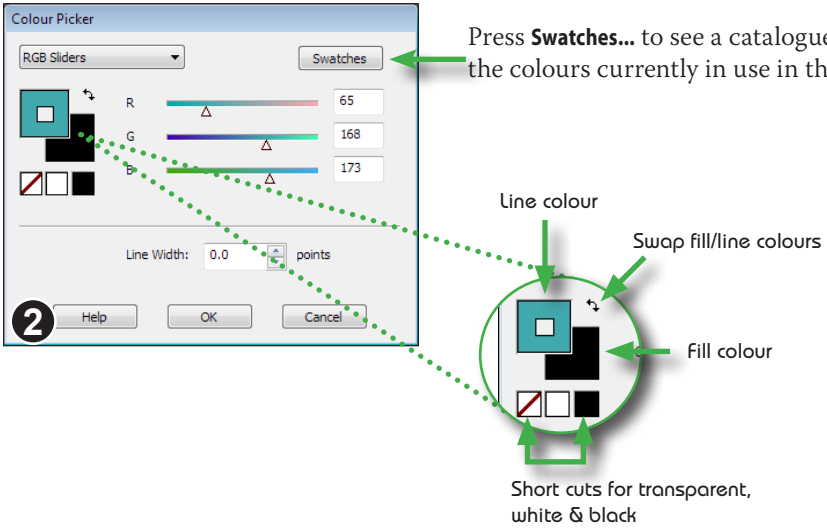
Pro

Infix Pro lets you change the fill and stroke colours of selected objects. Various different selection methods are offered including a CMYK colour picker.



Press the **Colour** button to open the colour picker dialogue box.

The fill and stroke colours are both included on the same toolbar button.



Press **Swatches...** to see a catalogue of all the colours currently in use in the PDF.

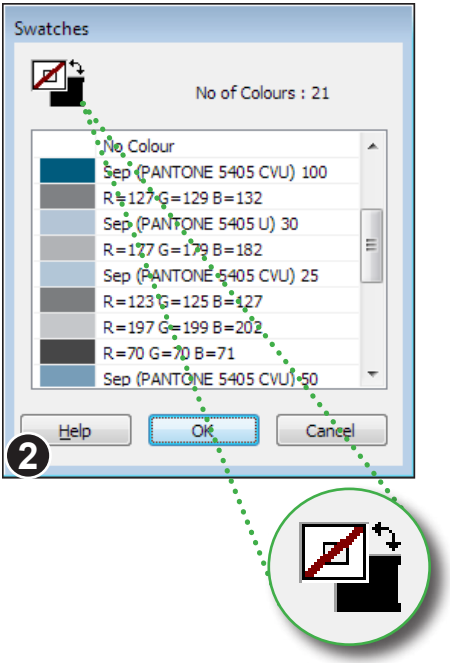
Notes

- The simple colour picker used by Infix (*Standard*) and Infix Form Filler always chooses colours from the RGB palette. If the selected objects use a different colour space (such as CMYK), Infix converts the RGB value into CMYK. This can cause a slight difference in appearance of the colour which is unavoidable when converting between light and ink-based colour spaces.
- All versions of Infix retain the original colour space of an object.

Swatches catalogue

Pro

The Swatches window shows all the colours used in a PDF. It can also be used to change the colour of selected objects.



Choose between fill or line colour by clicking on the shape.

Click on the black arrows to swap fill & line colours.

Choose **View->Swatches...** to open the swatches catalogue.

Alternatively, press the **Swatches...** button from within the CMYK colour picker dialogue box.

There may be a short delay while the catalogue is built.

The catalogue shows the component values of each colour and (if available), the names of separation colours.

Double-click on a colour to change any selected objects.

CMYK, Gray and Separation colour values are shown as a percentages from 0 to 100.

RGB values range from 0 to 255

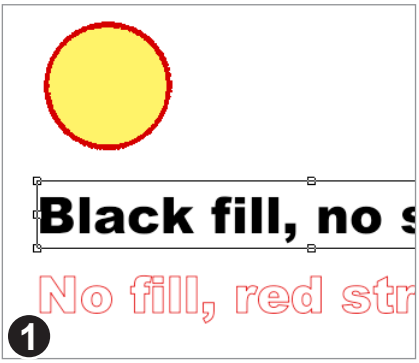
Notes

- You can restrict the colour available during editing to just those in the PDF or in a special hidden resource page. See **User Restrictions** for more information.
- The swatches catalogue is populated only when a PDF is opened.

Copying colours between objects

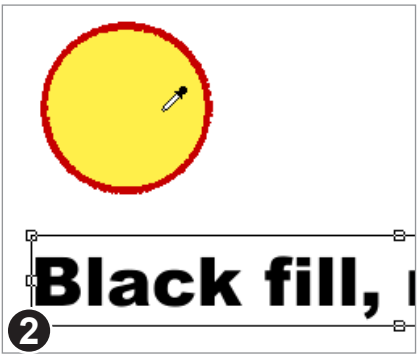
Pro

Use the **Pipette tool** to copy the colour from one object to another.

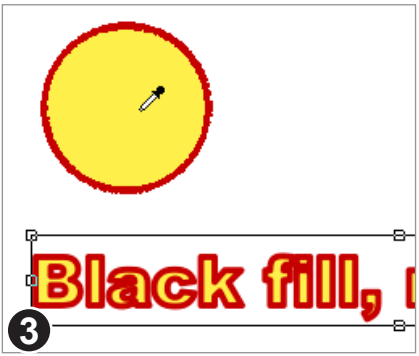


Using the **Object tool**, select the object(s) whose colour you wish to change.

Next choose the **Pipette tool** from the toolbar.



Click the **Pipette** on an object whose colour you want to copy.

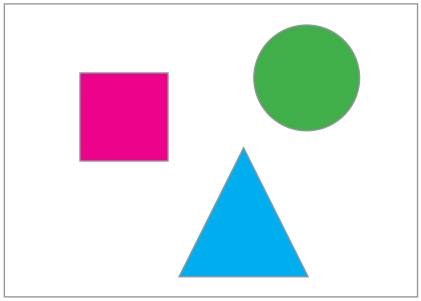


The fill colour, line colour and line width of the chosen object is copied to the selected objects.

Aligning objects

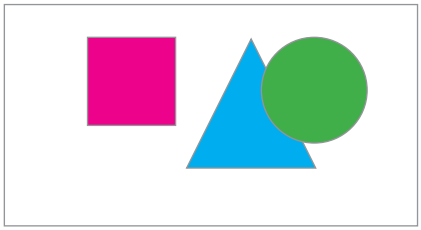
Standard Pro

Objects may be aligned relative to other. You can also align objects relative to fixed guides. See Guides for more details.



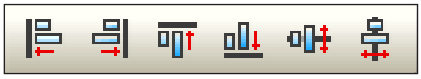
Choose the **Object tool** from the toolbar.

Select the objects to be aligned.



Choose **Object->Align->Top** to align the tops of the objects together.

All objects in the selection are aligned to the top-most object.



All the alignment styles are available from the **Object Alignment** toolbar.

To show this toolbar choose:
View->Toolbars->Object Alignment

Notes

- The order in which you select items for alignment is not important.
- Aligning text blocks does not affect the paragraph alignment (justification) of within the text blocks.

Replacing images

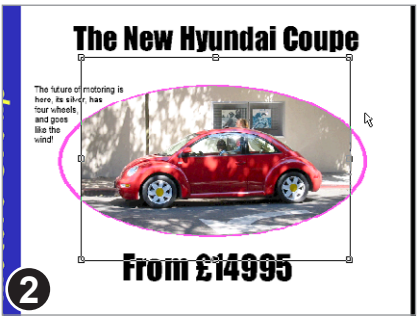
Standard Pro

You can substitute an existing image for another loaded from disc. Supported image formats are JPEG, TIFF, PNG, BMP and PDF.

Choose the **Object tool** from the toolbar.

Select the image to be replaced, then choose **Edit->Images->Replace Existing...**

You can also click the right mouse button to see a similar menu.



In this example a picture of a Volkswagen Beetle has replaced the old image.

The new image is placed inside the clipping mask (pink outline) used by the old image.

The new image is automatically selected after being inserted.

Scale the new image by dragging one of the resize handles outwards.

Hold the **Shift** key at the same time to ensure the aspect ratio is maintained.

Continued...

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The new image needs to be moved to the centre of the clip mask.

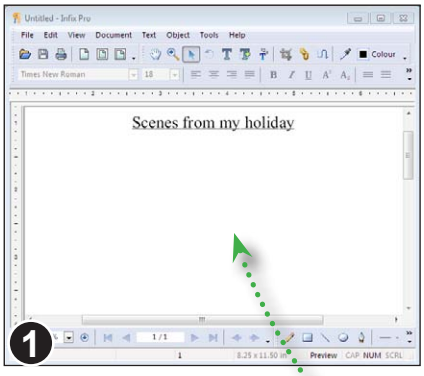
Drag it to its new position using the mouse or nudge it using the cursor keys (and **Shift** for larger steps).

The finished result after scaling and repositioning the new image.

Inserting new images

Standard Pro

Images can be quickly added to a page using drag & drop.

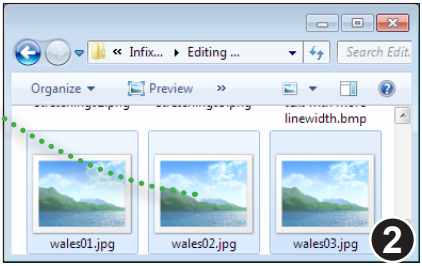


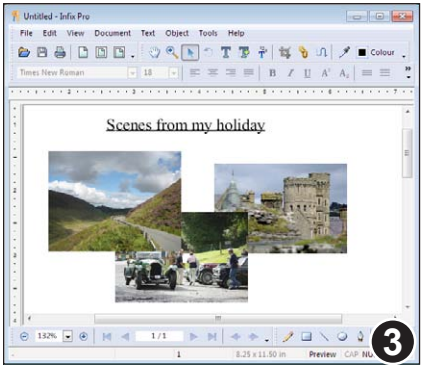
Drag & drop multiple image files onto an open document in Infix to insert them into the current page.

Or, choose **Edit->Images->Insert...** then choose a single image from the file selector.

Choose from JPEG, PNG, TIFF and BMP image formats.

Drag & drop multiple images onto an open document



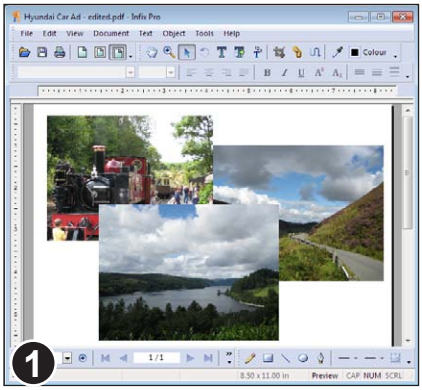


New images are pasted into the page on top of each other. Use the object tool to move and stretch them to the correct size.

Object borders

Standard Pro

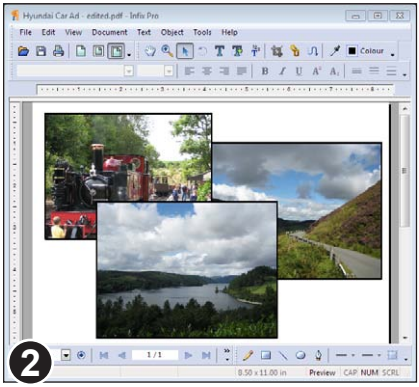
Infix can add simple borders around objects. This is most effective when used around an image.



Select the objects which are to have a border placed around them.

Choose **Object->Border->2 pt**

or press the border button on the **Drawing** toolbar.
(**View->Toolbars->Drawing**)



The border width can be changed by choose another point size from the: **Object->Border** sub-menu.

Borders can be applied to any object, not just images.

To remove the borders, press the border button again,

or choose **Object->Border->No Border**

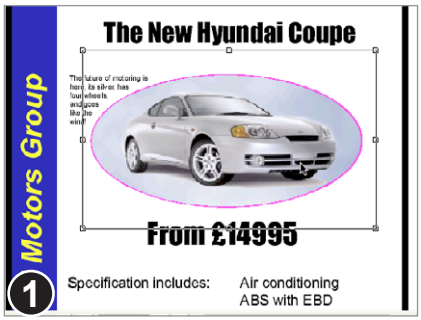
Notes

- Borders are always black.

Removing clipping masks

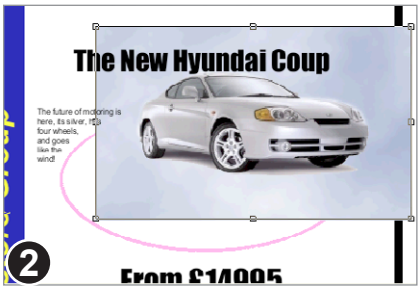
Pro

Clipped objects can be moved independently of their clip masks. Objects can also be "popped" from their clip masks revealing the entire object.



Choose the **Object tool**.

The car image (selected) is clipped by the oval clipping mask (shown in pink).



To remove the image from its clipping mask choose :
Object->Clipping Mask->Remove From Clip.

The image is now fully visible.

The clipping mask still exists and is shown in pink behind the image.

Note

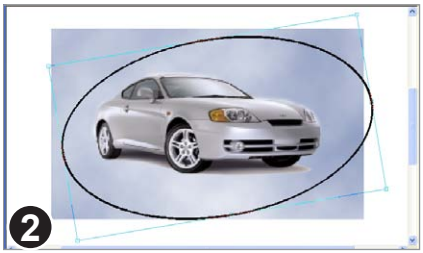
- Clip masks only become visible (outlined in pink) when the **Object Select** tool is active.

Creating clipping masks

Pro

Any object or group of objects can have a clipping mask applied. The mask ensures only parts of the object are visible. This is often useful for images where you may want to hide the background for example.

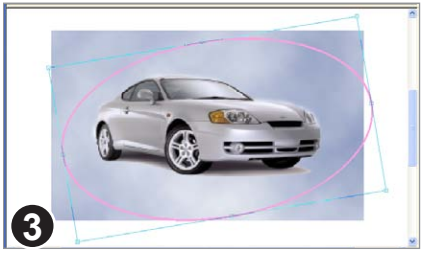
In this example, we want to apply a clipping mask to the image of the car.



A shape is drawn using the drawing tools.

This shape will be used to make the clipping mask.

Any path may be used as clipping path, not simply those created using the built-in drawing tools.



With the new shape selected, choose **Object->Clipping Mask->Convert To Clip**.

The shape will then become a pink outline.

Now select both the clip path and the image and choose : **Object->Clipping Mask->Add To Clip**.

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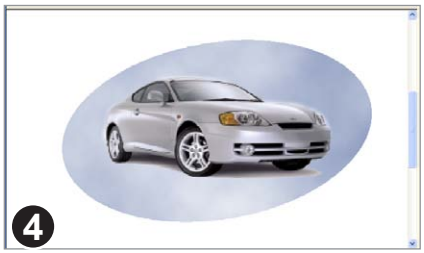


The image has now been added to the clipping mask. The parts of the image that are "outside" the mask are not displayed.

You can still move the mask and objects within it independently.

Notes

- Any empty clipping masks are automatically removed when a PDF is opened.
- Clip paths have no line width, fill or stroke colour
- Clip paths can be moved independently of the objects being clipped.

Locking objects

Pro

Objects can be locked to inhibit accidental editing.

To Lock:

1. Using the **Object tool**, select the object(s) to be locked.
2. Choose **Object->Lock Selection** or
3. Right-click the mouse and choose **Lock Selection**

Objects will remain locked even after the PDF is saved and re-opened (provided Infix Layout is preserved in the PDF. See “Store layout info in PDF” on page 226).

Unlocking Individual Objects:

1. Choose the **Object tool** and move the mouse cursor over the object.
2. Right-click the mouse and choose **Unlock Object/s**.

The object(s) under the mouse cursor will be unlocked and selected.

Unlocking All Objects

1. Choose **Object->Unlock All**

Hiding objects

Pro

To make editing complex artwork easier, objects can be temporarily hidden.

Hiding:

1. Using the **Object tool**, select the object(s) to be hidden
2. Choose **Object->Hide Selection**

Hidden objects will become visible again the next time the PDF is loaded.

Showing:

1. Choose **Object->Show All**

Grouping objects

Pro

Objects may be grouped together to make editing easier.

Grouping:

1. Using the **Object tool**, select the object(s) to be grouped
2. Choose **Object->Group Selection** or
3. Right-click the mouse and choose **Group Selection**

Groupings remain even after the PDF has been saved and reopened (provided Infix Layout is preserved in the PDF. See "Store layout info in PDF" on page 226).

Ungrouping:

Select the group(s) to be ungrouped using the **Object tool**

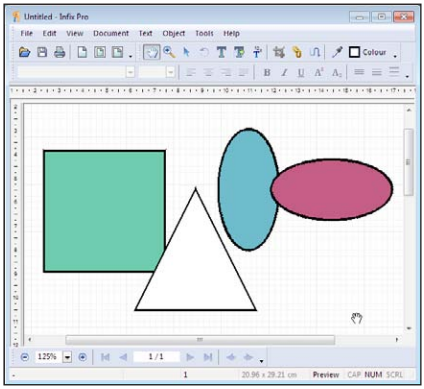
4. Choose **Object->Ungroup Selection** or
5. Right-click the mouse and choose **Ungroup Selection**

Layout grid

Pro

You can use a grid to help when aligning objects on a page. When displayed, this grid makes your pages look like graph paper. You can also make objects 'snap' to the lines of the grid when you move them.

The distance between grid lines and the snapping behaviour can be controlled by you.

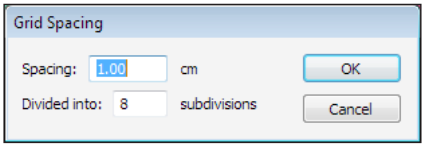


Choose **View->Grid & Guides->Show Grid** to display the grid.

The grid has major (darker) and minor (lighter) grid-lines.

To make objects "snap" to the grid lines when creating, moving or resizing, choose **View->Grid & Guides->Snap to Grid**

Grid spacing



Choose **View->Grid & Guides->Grid Spacing...**

Spacing is the distance between the major (darker) grid lines.

Control the number of minor (lighter) grid-lines by specifying a value for **Divided into:**

Notes

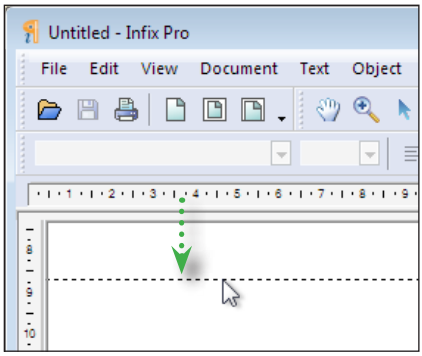
- The visibility and spacing of the grid are stored in the PDF and will be used (by Infix only) next time the PDF is opened.
- If visible, grids will be included when printing a document.
- To change the units used for the grid, choose **File->Preferences...** and click on the **Editing** tab.

Layout guides

Pro

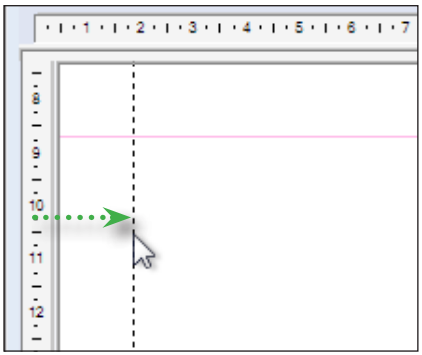
You can create multiple horizontal and vertical guides to help with layout and positioning on a page. Objects 'snap' to guides when moved close to them making it simpler to align objects.

Horizontal guides



To create a horizontal guide, click in the horizontal ruler at the top of the window and drag down to position the resulting guide.

Vertical guides



To create a vertical guide, click in the vertical ruler at the left hand side of the window and drag across to position the resulting guide.

Vertical ruler bar

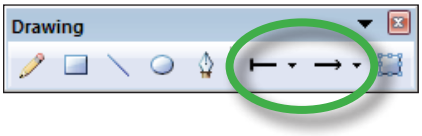
Notes

- Guides are stored in the PDF (if **Store layout in PDF** is enabled) for use next time the document is edited by Infix.
- Once guides have been created they can be moved and deleted using the **Object tool** as if they were normal objects.
- To temporarily hide all guides (or stop them from printing) choose **View->Grid & Guides->Hide Guides**

Line arrows

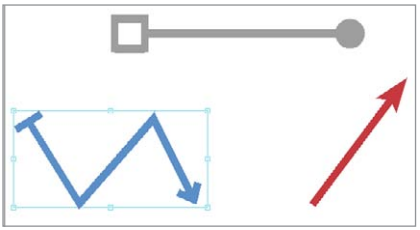
Standard Pro

Infix can add various kinds of arrow heads to either the start or end of lines and polygonal shapes.

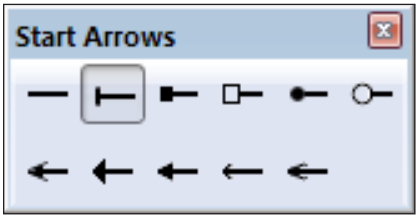


Choose **View->Toolbars->Drawing** to view the drawing tools.

The start and end arrow menus display the currently chosen arrow type for the selected object(s).



Use the **Line** or **Polygon** tools to draw.



Click on the start/end arrows menus to change the arrows of the current selection.

Tear off either menu to convert it into a floating toolbar.

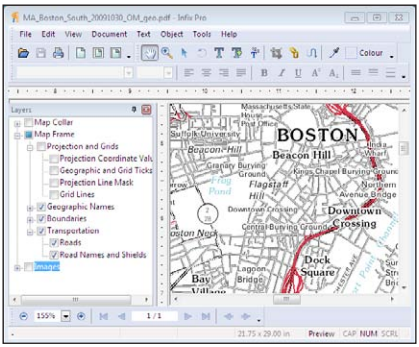
Notes

- Lines and their arrows always have the same colour.
- The size of the arrow head is proportional to the line width.

Layers

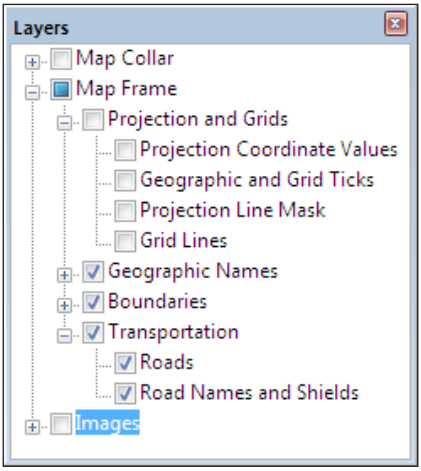
Form Filler Standard Pro

Infix offers a simple way of editing documents which include layers. Using the layers panel you can show and hide individual layers in a document to make editing easier. You can also move objects between layers.



Choose **View->Layers** to open the layers panel.

Drag the title bar of the layers panel to make it into a floating window.



Click on the check box next to each layer to show or hide it from view.

Click on the layer name to rename it. Any name change is stored in the PDF when it is next saved (*Infix Pro only*)

When you click on an object during editing, the containing layer is highlighted (if the layers panel is open).

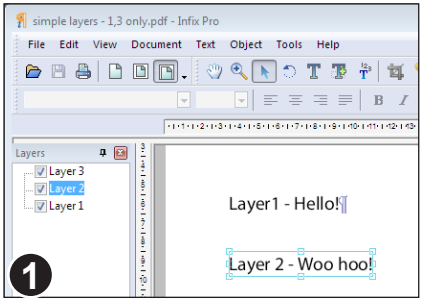
Since Infix ignores objects in hidden layers, it can make editing much more responsive if you hide all irrelevant objects before you begin to edit.

Notes

- Infix cannot create or delete layers.
- Changing the visibility of layers affects only the way it is displayed in Infix. No permanent change is made to the PDF.

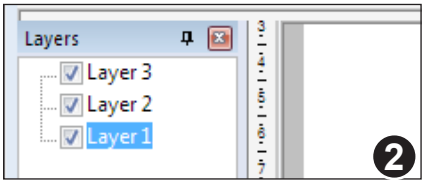
Moving objects between layers

Pro



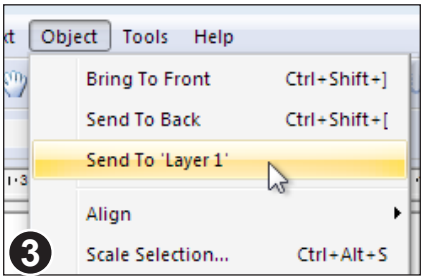
To move objects from one layer to another, select the objects with the selection tool.

The selected text in this example resides in 'Layer 2'.



Select the layer to which you wish to send the objects.

Here, 'Layer 1' is selected.



Choose **Object->Arrange->Send To 'Layer 1'**

The object will be marked as belonging to the selected layer. This change will be stored in the PDF next time it is saved.

Editing Text

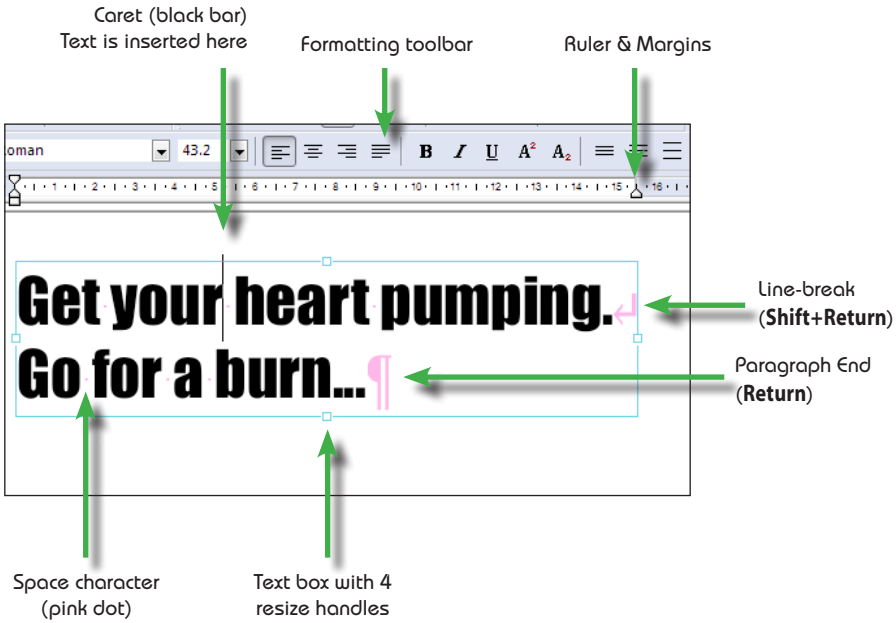
- ☞ Creating new text boxes
- ☞ Editing text across columns & pages
- ☞ Inserting special characters
- ☞ On-screen display
- ☞ Overset text
- ☞ Performing a spell check
- ☞ Redacting Text

On-screen display

1. Select the **Text tool** from the tool bar.

2. Click on a block of text to begin editing.

The formatting bar and ruler will activate and a text box will be drawn around the text block being edited.



Notes

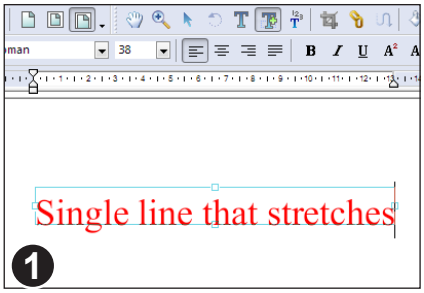
- When you begin editing, spaces, paragraph marks and line-breaks will show up in pink. These will become invisible again when you finish editing.
- Choose **View->Show Invisibles** to disable this behaviour.
- See **Fonts In PDF** for details of how certain fonts can make editing difficult.
- Choose **View->Text Box Frames** to outline all text boxes during text editing *(Pro only)*.

Creating new text boxes

Using the Text Plus tool

Form Filler Standard Pro

A new, single-line text box can be added at any time.



Select the **Text Plus** tool from the toolbar.

Click to create a new, fixed size text box. As you type into this box it will stretch.

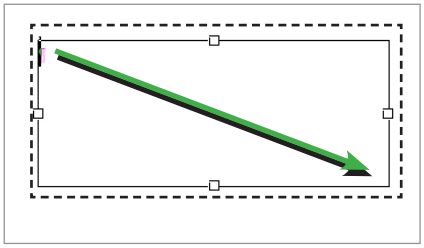
The box can be resized by dragging on the North, South, East, West resize handles as normal.

Text boxes created this way will be editable in all the free versions of Infix.

Using the Text tool

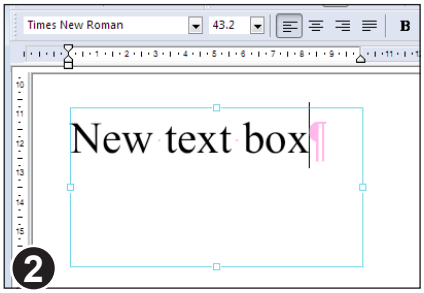
Standard Pro

New text can be added at any time by dragging out a new text box of the required size.



Select the **Text tool** from the toolbar.

Click and drag to create a new text box.



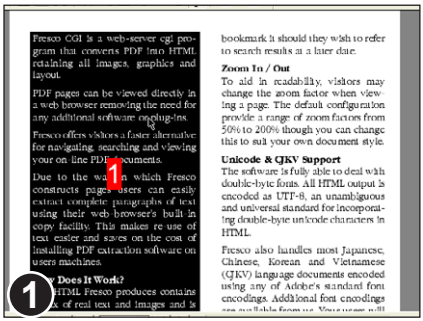
After a short delay, the text box will be created ready for editing.

Choose the required font and size from the formatting bar before editing.

Editing text across columns & pages

Standard Pro

Link multiple text boxes into a chain and reflow the text across the whole chain.


Fresco CGI is a web-server cgi program that converts PDF into HTML retaining all images, graphics and layout.
PDF pages can be viewed directly in a web browser removing the need for any additional software or plug-ins.
Fresco offers visitors a faster alternative for navigating, searching and viewing your on-line PDF documents.
Due to the way in which Fresco constructs pages users can easily extract complete paragraphs of text using their web browser's built-in copy facility. This makes re-use of text easier and saves on the cost of installing PDF extraction software on users machines.
bookmark it should they wish to refer to search results at a later date.
Zoom In / Out
To aid in readability, visitors may change the zoom factor when viewing a page. The default configuration provide a range of zoom factors from 50% to 200% though you can change this to suit your own document style.
Unicode & CJKV Support
The software is fully able to deal with double-byte fonts. All HTML output is encoded as UTF-8, an unambiguous and universal standard for incorporating double-byte unicode characters in HTML.
Fresco also handles most Japanese, Chinese, Korean and Vietnamese (CJKV) language documents encoded using any of Adobe's standard font encodings. Additional font encodings
1

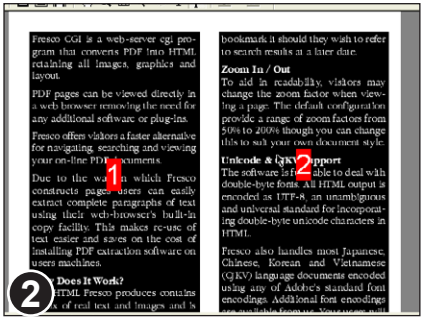
Select the **Linked text** tool from the toolbar.

Click the mouse in the middle of each column you wish to link together.

The box will highlight and a number will be displayed in the middle. This number shows the order in which text will flow between the boxes.

If you click the same box twice it will be removed from the flow and the rest of the text boxes renumbered.

Keep adding further boxes by clicking the mouse. You can change pages and add text from different pages to the flow.


Fresco CGI is a web-server cgi program that converts PDF into HTML retaining all images, graphics and layout.
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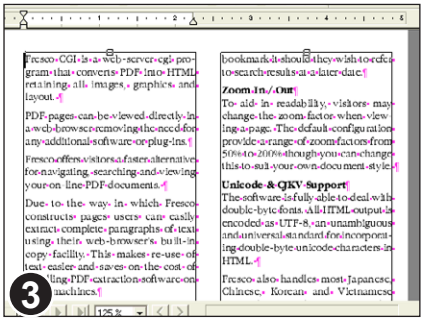
1
2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Fresco also handles most Japanese, Chinese, Korean and Vietnamese (CJKV) language documents encoded using any of Adobe's standard font encodings. Additional font encodings
3

When you are ready to begin editing select the **Text tool** from the toolbar.

Notes

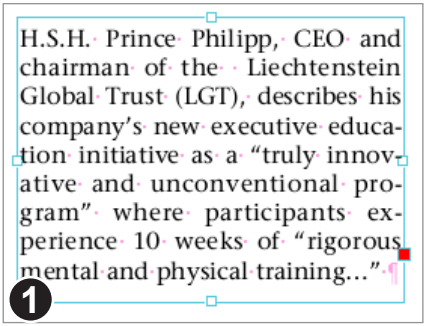
- The text boxes will remain linked together even after you close and re-open the PDF provided **Store layout in PDF** is enabled. See “Store layout info in PDF” on page 226.

Overset text

Form Filler Standard Pro

When there is too much text to fit into a text box, the text that overflows is hidden and is called "overset" text.

To reveal the overset text, make the text box larger or connect it to another text box so the text can flow between them.

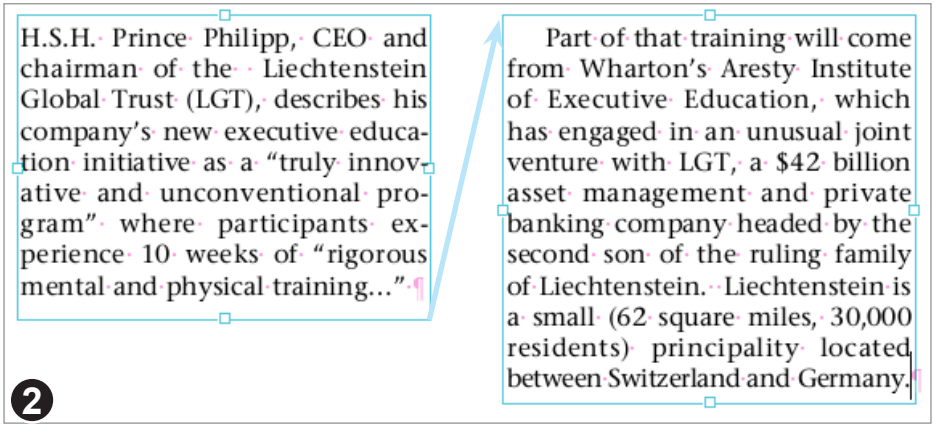

H.S.H. Prince Philipp, CEO and chairman of the Liechtenstein Global Trust (LGT), describes his company's new executive education initiative as a "truly innovative and unconventional program" where participants experience 10 weeks of "rigorous mental and physical training..."
1

This text contains overset text. This is indicated by the small red square in the bottom right of the frame.

Resize the box to reveal the hidden text.

Alternatively,
1. click on the overset symbol
2. drag-out a new text box.

The overset text will flow from the old text box into the new one.
Continue linking new text boxes until all the text becomes visible.


H.S.H. Prince Philipp, CEO and chairman of the Liechtenstein Global Trust (LGT), describes his company's new executive education initiative as a "truly innovative and unconventional program" where participants experience 10 weeks of "rigorous mental and physical training..."
Part of that training will come from Wharton's Aresty Institute of Executive Education, which has engaged in an unusual joint venture with LGT, a $42 billion asset management and private banking company headed by the second son of the ruling family of Liechtenstein. Liechtenstein is a small (62 square miles, 30,000 residents) principality located between Switzerland and Germany.
2

Notes

- When saving a PDF, Infix (Standard) and Infix Pro will check for overset text and report the first instance found.

Inserting special characters

Standard Pro

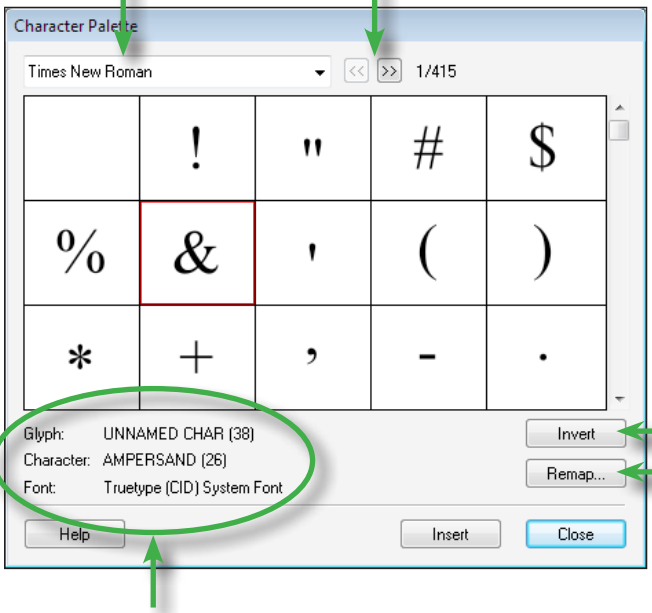
Use the **Character Palette** dialogue to insert characters that are difficult to enter directly from the keyboard.

Click on some text to begin editing using the **Text tool**.

Choose **Text->Character Palette...**

Use the font menu to choose the required font from the PDF's fonts and your computer's system fonts.

Next/Previous font



Click on a glyph to select it.

Double-click to insert it into the PDF.

Poorly formed Type3 fonts may display upside-down. Press **Invert** to rectify this.

Press to re-define the meaning of badly mapped glyphs. See "Remapping fonts" on page 98. (Pro only)

Information about the selected glyph:

- name as used in the PDF (not always available)
- official Unicode description
- type of the font from which it comes

Performing a spell check

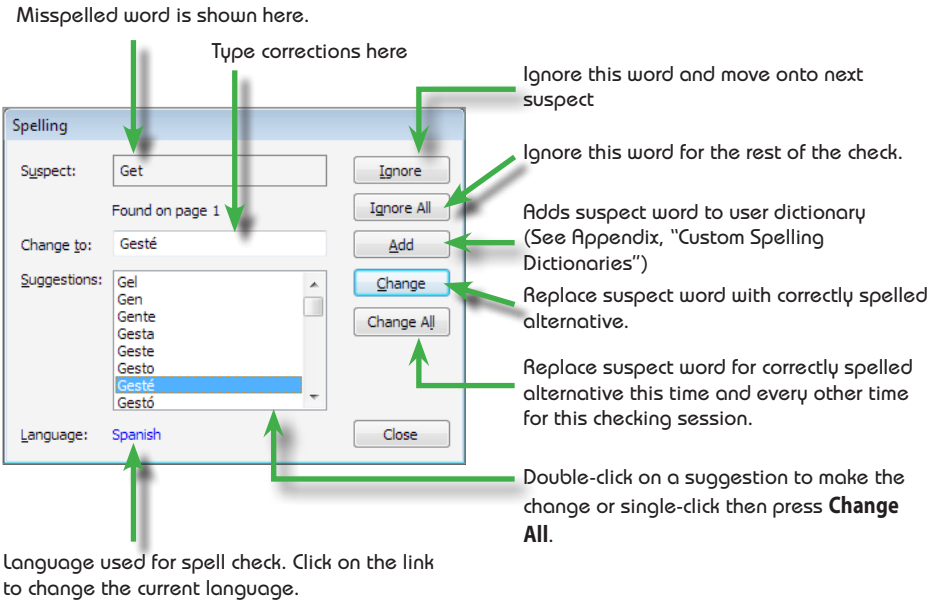
Form Filler Standard Pro

After editing it is useful to check the spelling of any new text added. You can check the spelling of words in three ways:

- check just the words in a text selection
- check words in active text blocks
- check the whole document (if there is no active text block)

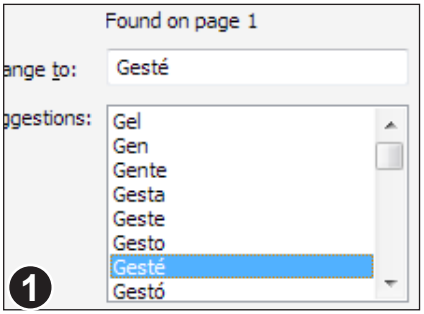
The spell check dialogue box is accessed from **Edit->Check Spelling...** menu or by pressing the **F7** function key.

The Spelling dialogue box



Continued...

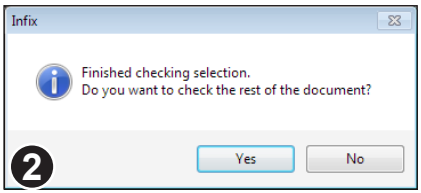
Continued from previous page



Start the spell check by choosing **Edit->Check Spelling...** or press **F7**.

As each suspect word is displayed in the dialogue box, Infix will also highlight the word on the page.

You can type a new word into the **Change To:** box or select one of the words Infix has suggested then press **Change**.



When the selected text has been checked, you will be asked if you wish to check the rest of the PDF.

Notes

- See **Fonts In PDF** for details of how fonts can effect the editing of text.
- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When the paragraphs are reflowed, their layout may be lost. See **Advanced Editing** for methods of dealing with this.
- If the words shown in the **Suspect:** window seem garbled or include strange characters it indicates that the text cannot be extracted correctly from the PDF. This is caused by improper encoding of the PDF's fonts and cannot be remedied with Infix.
- You can edit the contents of the spelling dictionary - see **Custom Spelling Dictionaries**.
- Infix will warn you if the replacement text cannot be rendered in the font used by the misspelled text. In this case, you may have to choose a different font for the text.
- Words that include numbers cannot be learnt by the spell checker. You can however, skip checking such words using the **Ignore All** button.

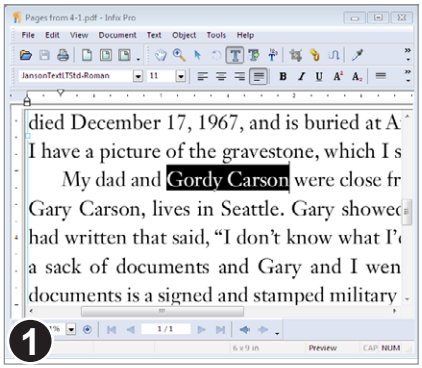
Redacting Text

Pro

Infix can be used to reliably redact text of a sensitive nature. A block of text can be rendered illegible to the extent that it's original content no longer forms part of the page marking stream.

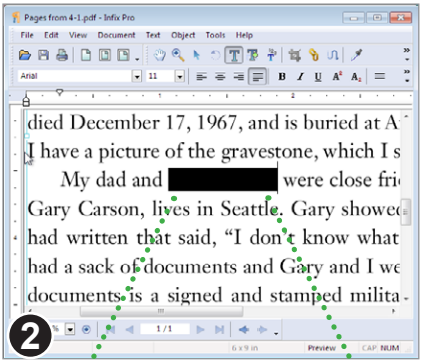
Technically, redaction is a two stage process:

1. Infix replaces the selected text with a repeated character - usually 'x' though other characters may be used if the original font does not contain 'x'.
2. The replaced characters are further obscured by a wide strike-through covering the entire selection.


died December 17, 1967, and is buried at A
I have a picture of the gravestone, which I s
My dad and Gordy Carson were close fr
Gary Carson, lives in Seattle. Gary showed
had written that said, "I don't know what I'
a sack of documents and Gary and I wen
documents is a signed and stamped military
1

Using the **Text tool**, select the span of text to be redacted. This can be anything from a single word to an entire story.

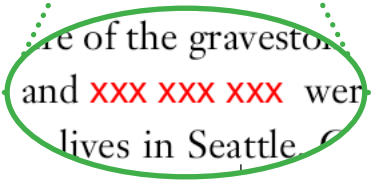
The choose **Text->Redact**.


died December 17, 1967, and is buried at A
I have a picture of the gravestone, which I s
My dad and [redacted] were close fri
Gary Carson, lives in Seattle. Gary showed
had written that said, "I don't know what
had a sack of documents and Gary and I we
documents is a signed and stamped milita
2

The text has been redacted.

You can undo this change whilst editing, but once you save the document the redaction becomes permanent and can not be undone.

Infix tries to keep the total width of the redacted text the same as the original selection though some amount of reflow may still occur.



Underneath the strike-through, the original text has been replaced by sequences of 'x'.

Formatting Text

- ☞ Background colour
- ☞ Bold, overprint & italic text
- ☞ Letter spacing
- ☞ Line Spacing
- ☞ Margins & indents
- ☞ Paragraph spacing
- ☞ Ruler units
- ☞ Strike-through
- ☞ Tabstops
- ☞ Underline

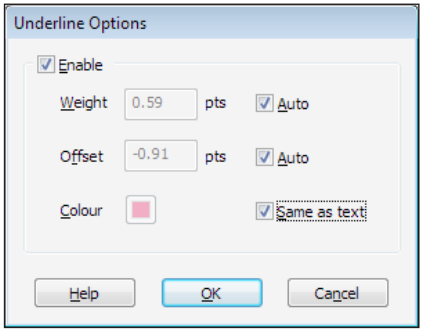
Underline

Form Filler Standard Pro

You can underline a character or words using the **Underline** button available on the formatting toolbar.

Underling

Select some text, or move the caret into a word and press the underline button on the formatting toolbar.



For more control over the width, colour and position of the underline choose the **Text->Style->Underline Options...** menu item.

Underling

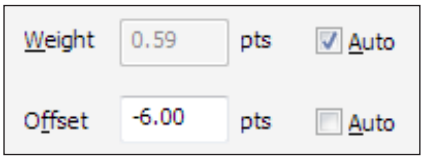
Using the **Underline Options** dialogue box, you can change the colour of an underline.

Continued...

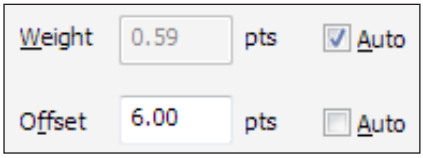
Continued from previous page

Example underline effects

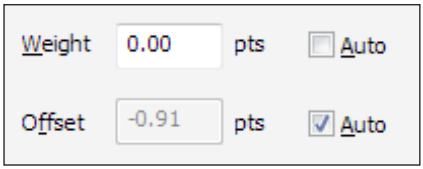
Offset to -20 points



Offset +6 points on 12 point text



Weight of 0 points (hairline)



Adding a background to text

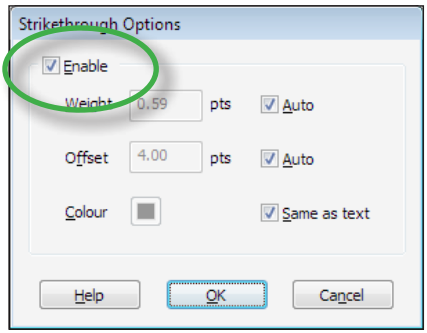
Notes

- Text is always drawn after its underline decoration.
- Text is always drawn before its strike-through decoration.

Strike-through

Form Filler Standard Pro

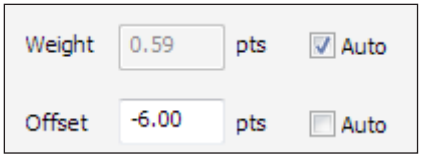
Strike-through can be applied to any word or selection of words by choosing: **Text->Style->Strike-through** whilst in text editing mode.



Additional options are available to control the look of the strike-through decoration. To access these choose:
Text->Style->Strike-through Options...

Example strike-through styles

Offset of -6 points on 12 pt text

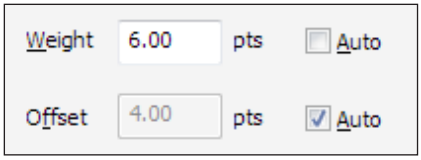


Strike-through

Offset of 12 points

Strike-through

Weight of 6 points on 12 pt text



Strike-through

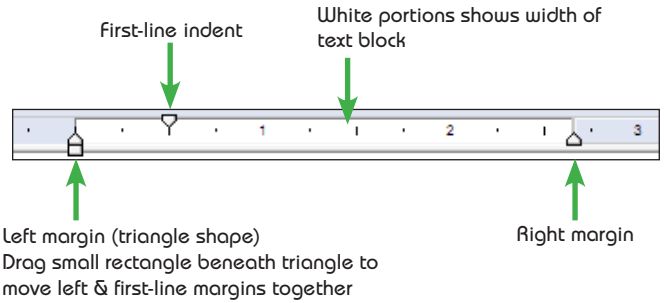
Margins & indents

Form Filler Standard Pro

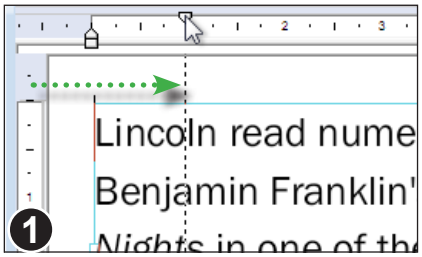
You can control the left, right and first-line indents for paragraph text. These indents apply to the entire paragraph.

Select the **Text tool** and click on a block of text to begin editing.

Place the caret inside a paragraph or select a block of text spanning multiple paragraphs.


First-line indent
White portions shows width of text block
Left margin (triangle shape)
Drag small rectangle beneath triangle to move left & first-line margins together
Right margin

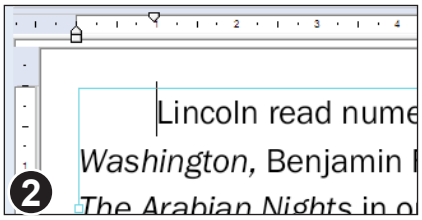
First-line indent



To change a margin, drag the margin triangle to the position required.

The picture shows the "First Line Indent" triangle being dragged.

As you drag the margin, a dotted line allows you to line-up the margin with other objects on the page.

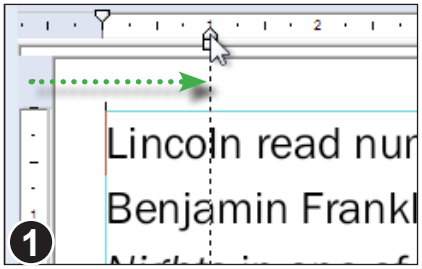


The first-line indent has been changed so that the paragraph starts with an indent.

Continued...

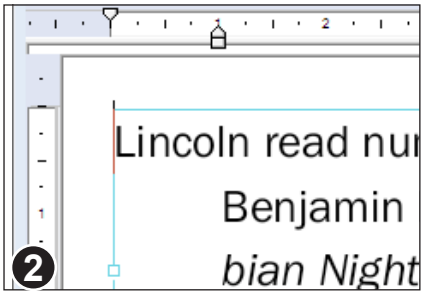
Continued from previous page

Left margin & hanging indents



To create a hanging indent as shown in image 2, move the left-margin inward without moving the first-line indent.

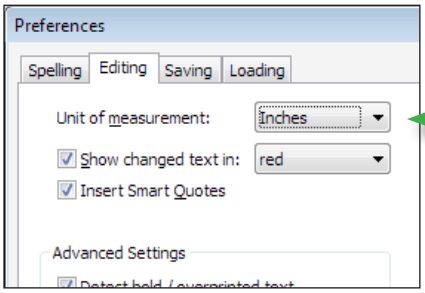
If you drag the little rectangle underneath the left margin arrow, then both the first-line indent and left margin will move.



This paragraph now has a hanging indent.

Ruler units

You can change the ruler's unit of measurement. Choose from Centimetres, Inches, Points and Picas via the **Preferences** dialogue box.



Choose **File->Preferences...** then click on the **Editing** tab to change the ruler's units.

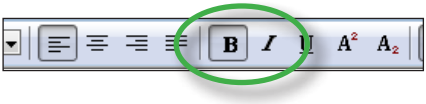
Notes

- For finer control of indents especially for text that flows around shapes, see **Advanced Editing**.

Bold, overprint & italic text

Form Filler Standard Pro

Infix includes buttons to switch between normal, **bold** and *italic* versions of a font. These buttons may not operate in the manner you expect since in some cases Infix can simulate the effect required if the appropriate font is not available.



Actual Bold

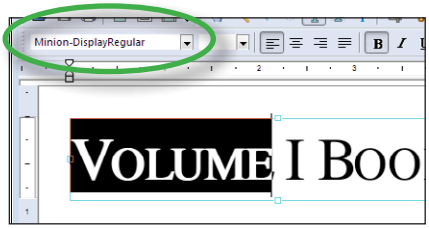
Using the **Text tool**, select some text.

Press the **Bold** button or Ctrl+B.

If the bold version of the font is available, Infix switches fonts.

In this example, the font has changed from **Bitstream Vera Sans** to **Bitstream Vera Sans Bold**, both available in the PDF.

Simulated Bold



If the bold versions of the selected characters are not available Infix will simulate bold by overprinting the characters.

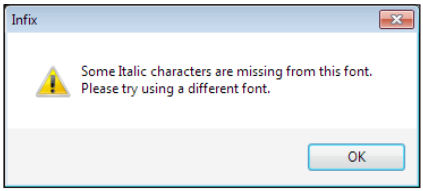
This text, written using **Minion-DisplayRegular** has no bold equivalent in the PDF or on disc.

Pressing **Bold** causes Infix to overprint the text to simulate the bold effect. Notice that the font name has not changed in the font drop-down.

Continued...

Continued from previous page

Italic



If the italic version of the selected text is not available in the PDF or on disc, then Infix will show this warning.

Infix cannot simulate italic text in the way that it can bold text.

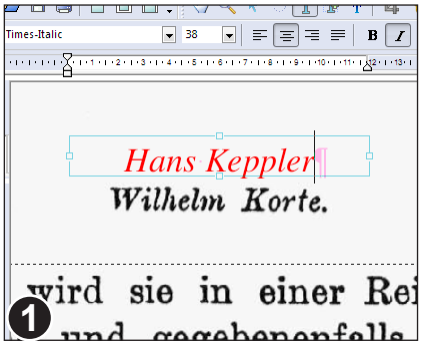
Notes

- When editing starts, Infix scans for overprinted text and classifies it as bold. This behaviour can be disabled - see “Diagnostic editing mode” on page 224
- Infix does not simulate italic text.
- Italics cannot be undone if the non-italic font is not available on disc or in the PDF.
- Bold text cannot be undone if the plain font is not available, unless it was previously only simulated bold.
- The simulated bold (overprint) effect will be detected again by Infix when the PDF is re-loaded.

Background colour

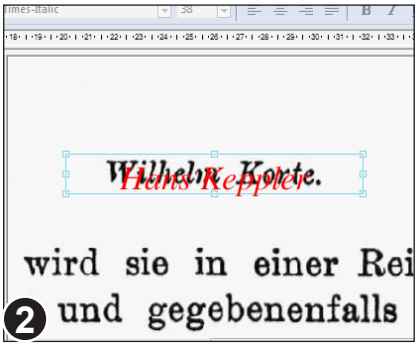
Form Filler Standard Pro

You can specify that a text block has a white, black or transparent background colour. This can be useful when you want new text to obscure existing, background text.



In this example we want to obscure the name 'Wilhelm Korte' on the scanned page with a new name 'Hans Keppler'.

The new text is shown in red due to the **Show changed text in:** preference. See "Show changed text in:" on page 223.



When placed on top of the existing scanned name, both names are visible.

Choose:
Text->Text Boxes->Background Colour->White
to give the text box a white background.

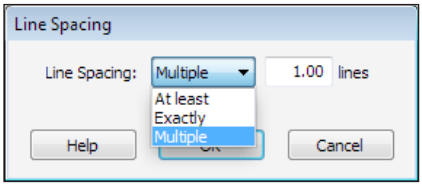
For simplicity Infix only offers black, white or clear backgrounds.

For other colours, create a coloured rectangle shape using the drawing tools and place it between the new and old text.

Line Spacing

Form Filler Standard Pro

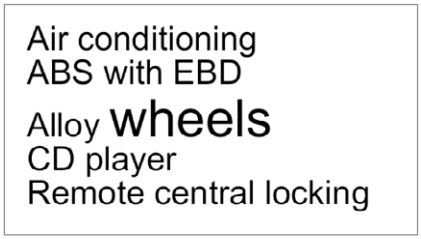
Use the **Line Spacing** dialogue box to set line spacing values other than Single, 1.5 and Double.



While in text edit mode, choose **Text->Line Spacing...** from the main menu bar.

The Letter Spacing dialogue box offers **At Least**, **Exactly** & **Multiple** spacing modes.

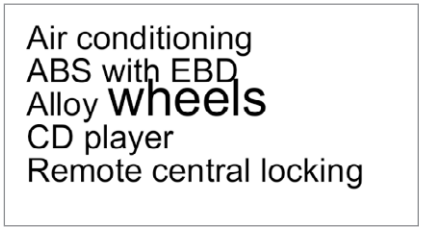
At Least



This paragraph shows the effect of the **At Least** mode in which you tell Infix the minimum gap between lines (measured in points).

To stop the "wheels" line (shown left) from colliding with the previous line, Infix has automatically increased its line spacing.

Exactly



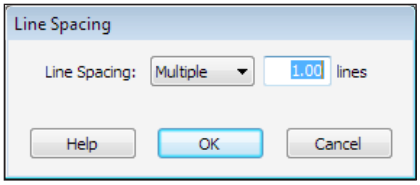
This paragraph shows the effect of the **Exactly** setting in which you tell Infix the exact gap size between lines (measured in points).

Infix has used exactly the same spacing for each line regardless of whether or not they collide.

Continued...

Continued from previous page

Multiple



Use **Multiple** mode to specify gaps such as "2.5 lines" meaning that the gap will be at least 2.5 times the line height.

Setting multiples of 1, 1.5 or 2 is the same as pressing the single, 1.5 or double spacing buttons on the formatting toolbar.

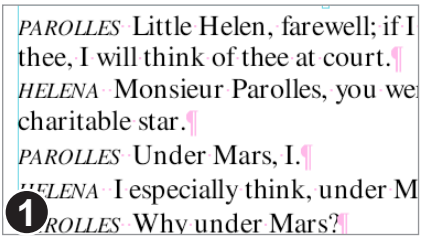
Paragraph spacing

Form Filler Standard Pro

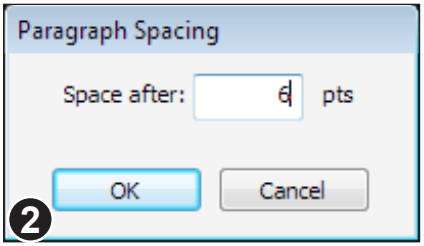
You can create a gap between paragraphs in two ways:

1. Use the **Text tool** to insert blank lines between paragraphs
2. Use the **Text tool** and the **Paragraph Spacing** dialogue box available from the **Text->Paragraph Spacing...**

Using the second method allows you to dictate the exact size of gap in points - $^{1}/_{72}$ inch.

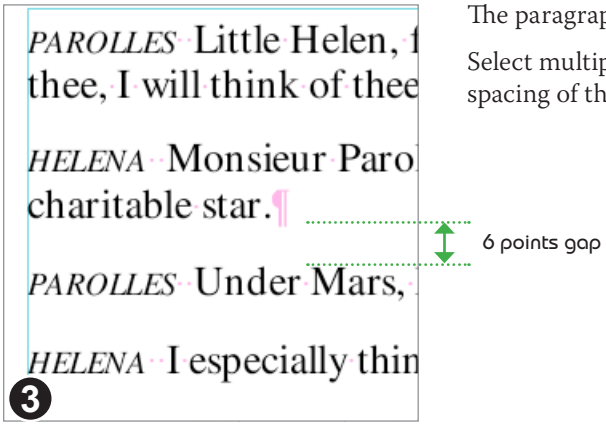

PAROLLES Little Helen, farewell; if I
thee, I will think of thee at court.
HELENA Monsieur Parolles, you we
charitable star.
PAROLLES Under Mars, I.
I especially think, under M
Why under Mars?
1

There is no gap between any of the paragraphs show left.



Choose **Text->Paragraph Spacing...** from the main menu bar.

Here the value has been changed to 6 points.



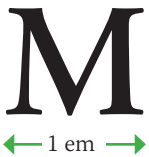
The paragraphs are now 6 points apart.

Select multiple paragraphs to alter the spacing of them all at once.

Letter spacing

Form Filler Standard Pro

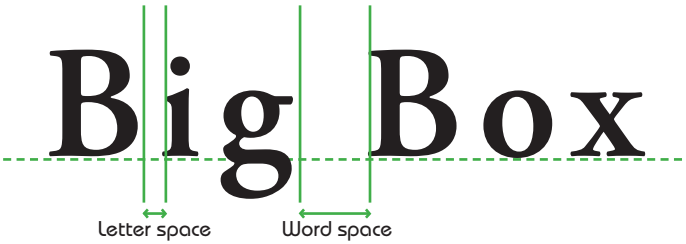
The space between individual letters can be controlled to an accuracy of $^{1}/_{1000}$ em. This is useful for achieving layout effects such as fitting text into a particular area by reducing or expanding the spacing.

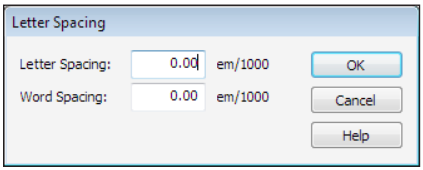


Letter spacing is measured in 'ems' with 1 em being the width of a capital letter 'M' in any font.

Letter space & word space

Due to the nature of PDF documents, you can also control the gap between words caused by space characters though this is generally not as widely used as letter spacing.





The letter spacing dialogue box uses units of $^{1}/_{1000}$th em.

You can control the gaps between letters and words by entering positive or negative values.

The word spacing value is ignored when text is fully justified.

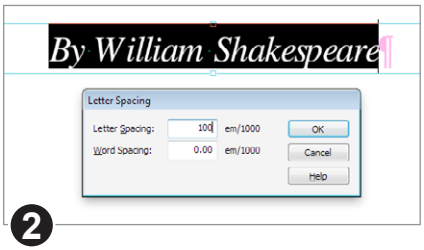
Notes

- Increase/decrease the letter spacing of selected text using the keyboard short cuts **Ctrl+Shift+]** and **Ctrl+Shift+[**

Using letter spacing

Select the **Text tool** and begin editing a block of text.

Select the characters whose spacing is to be changed.

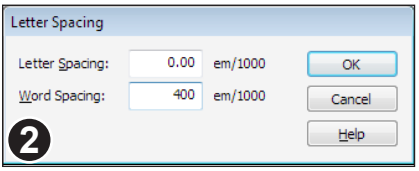


In this example the spacing is being changed to $^{100}/_{1000}$th em. This will change the gap to be $^{1}/_{10}$th of the width of the letter 'M' in this font.

The additional spacing is clearly visible and the text now covers a wider area.

Using word spacing

Starting with the original text, the word spacing could be changed instead.



The word spacing is changed to $^{400}/_{1000}$th em or 0.4 x width of 'M'.

The new, enlarged gap between the words is clearly visible.

Tabstops

Form Filler Standard Pro

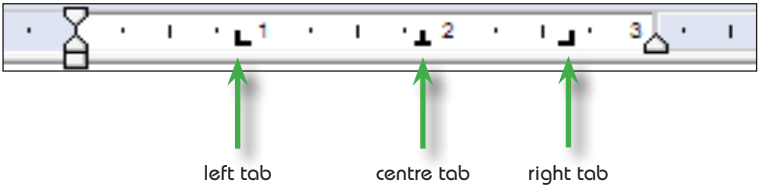
Use tabstops to create sophisticated text layouts. Choose from left, centre and right justified tabs with or without leader dots.

Creating/deleting tabs

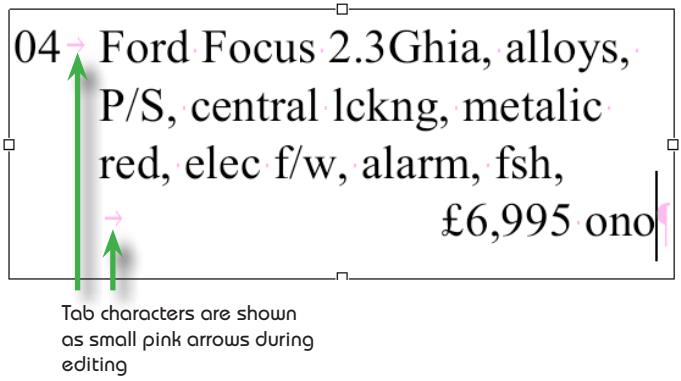
Click on the ruler bar at the position you want to create a new tab.

Click & drag an existing tab-stop to move it to a new position.

Click & drag an existing tab right off the ruler bar to delete it.



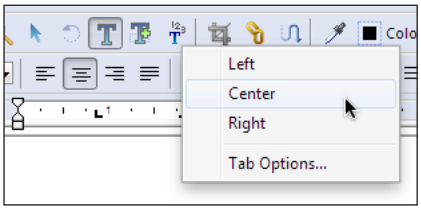
On-screen display


04→ Ford Focus 2.3Ghia, alloys,
P/S, central lckng, metalic
red, elec f/w, alarm, fsh,
£6,995 ono¶
Tab characters are shown as small pink arrows during editing

Notes

- Tabstops are remembered even after closing and re-opening a PDF.
- As you add or move an existing tabs their numeric position is shown in the status bar at the bottom of the window.
- Tabstops may be positioned beyond the left & right margins of the text box.

Creating centre & right tabs

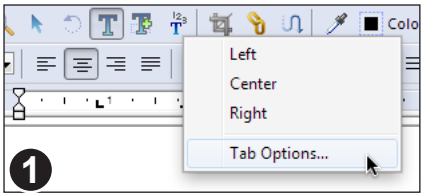


Position the mouse cursor over an existing left tab then press the right mouse button to see the Tab menu.

Choose **Centre** or **Right** to change the type.

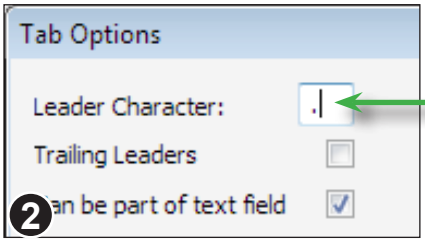
Tab leaders

From the **Tab Options...** dialogue box, you can set the leader character or modify the way tabs wrap across lines.



Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options...**

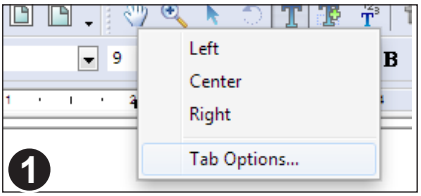


To add leader dots to your tabstop, type a single '.' (period) into the **Leader Character** text box.

You can type any single character into this box for use as a tab leader.

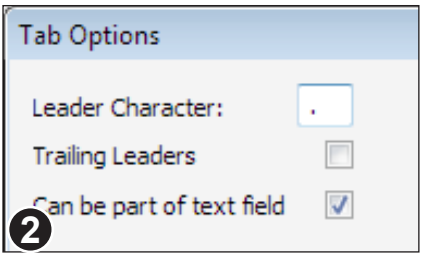
Trailing tab leaders

Use the **Tab Options...** dialogue to control the way tab leaders are drawn for wrapped lines.



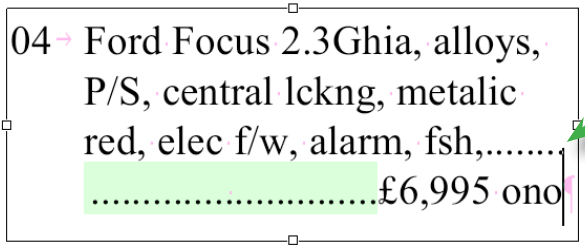
Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options...**



When **Trailing Leaders** is checked, Infix will add leader dots to the end of a line which wraps because of a tab stop.

Can be part of text field *is only for use with templates destined for processing by Infix Server.*



Trailing leaders have been added by Infix.

Notes

- Trailing leaders cannot be selected or edited with the text or object select tools. The caret will skip over them when moving through text.
- Trailing tab leaders extend up to the right edge of the text box.
- See “Fields and tabstops” on page 214 for details of the way fields interact with tabstops.

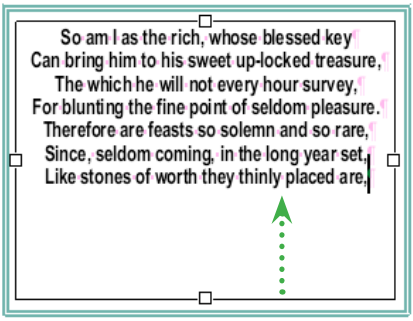
Advanced Editing

- ☞ Automatic text fitting
- ☞ Cloning objects across pages
- ☞ Deleting objects across pages
- ☞ Flowing text around graphics
- ☞ Merging text boxes
- ☞ Numbering pages
- ☞ Rebuilding text boxes
- ☞ Remapping fonts
- ☞ Splitting text boxes
- ☞ Vertical text alignment

Vertical text alignment

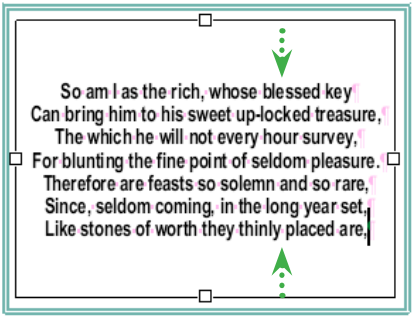
Pro

Infix Pro can align text inside a text box so that it sits at the top, middle or bottom of a text box. It can also make text automatically fit its text box by altering various aspects of the text formatting (see **Text Box Fitting)**

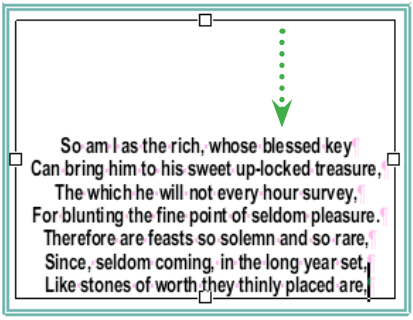

So am I as the rich, whose blessed key
Can bring him to his sweet up-locked treasure,
The which he will not every hour survey,
For blunting the fine point of seldom pleasure.
Therefore are feasts so solemn and so rare,
Since, seldom coming, in the long year set,
Like stones of worth they thinly placed are,

While editing a text box using the **Text tool** then choose:
Text->Box Alignment->Top.

The text shown here is top aligned which is the default alignment.


So am I as the rich, whose blessed key
Can bring him to his sweet up-locked treasure,
The which he will not every hour survey,
For blunting the fine point of seldom pleasure.
Therefore are feasts so solemn and so rare,
Since, seldom coming, in the long year set,
Like stones of worth they thinly placed are,

Text->Box Alignment->Middle.


So am I as the rich, whose blessed key
Can bring him to his sweet up-locked treasure,
The which he will not every hour survey,
For blunting the fine point of seldom pleasure.
Therefore are feasts so solemn and so rare,
Since, seldom coming, in the long year set,
Like stones of worth they thinly placed are,

Text->Box Alignment->Bottom.

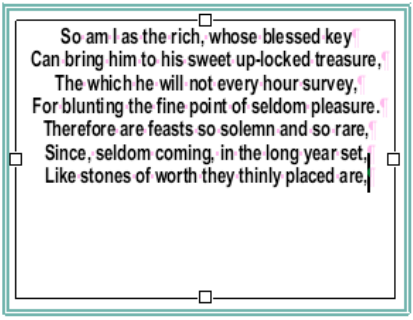
Notes

- Text Box Alignment reverts to “Top” for linked text boxes.

Automatic text fitting

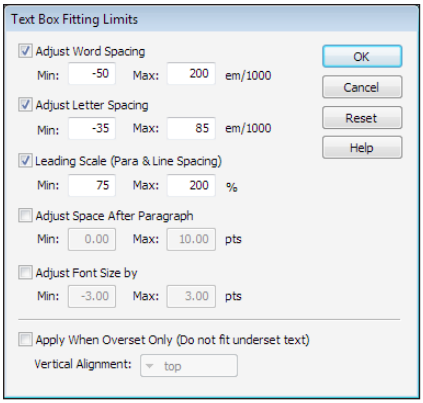
Pro

Infix can alter various aspects of text formatting in order to make text fit inside its text box.


So am I as the rich, whose blessed key
Can bring him to his sweet up-locked treasure,
The which he will not every hour survey,
For blunting the fine point of seldom pleasure.
Therefore are feasts so solemn and so rare,
Since, seldom coming, in the long year set,
Like stones of worth they thinly placed are,

Edit a text box using the **Text tool** then choose:
Text->Box Alignment->Full...

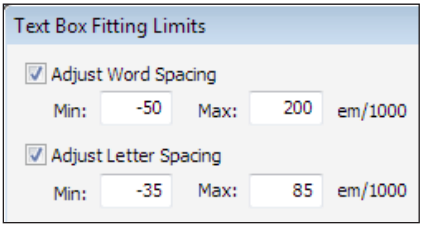
The text shown here is top aligned which is the default alignment.



Use the **Text Box Fitting Limits** dialogue box to select the aspects of formatting which should be modified and by how much.

During fitting, Infix tries altering the enabled aspects of formatting in the order they are listed in the dialogue.

The fitting process stops as soon as an acceptable result has been achieved even if all metrics have not yet been used.



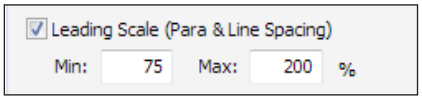
Deactivate fitting metrics by unchecking their check boxes.

The first two metrics simply adjust the word and letter spacing of text to try to achieve a fit.

The adjustment is between the supplied limits and is in addition to any spacing metrics already in effect on the text.

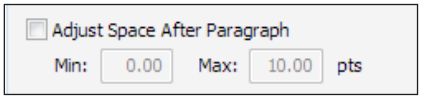
Continued...

Continued from previous page



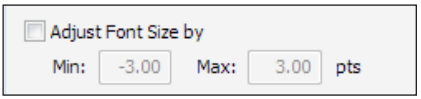
The **Leading Scale** metric modifies the leading and paragraph spacing of text within the percentage limits supplied.

In this example, leading and paragraph spacing could be increased from their initial values by as much as 200% during fitting (or reduced to 75%)

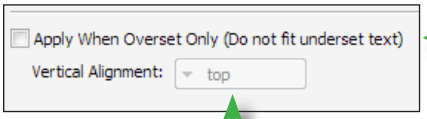


Adjust the gap between paragraphs independently of the leading via this metric.

Adjustments range between the **Min** and **Max** point values supplied. If **Min** is set to 0 then paragraph spacing will never be reduced. If **Max** is set to 0, paragraph spacing will never be increased.



The final metric adjusts the font size of all text in a text box by the same number of points in order to obtain best fitting.

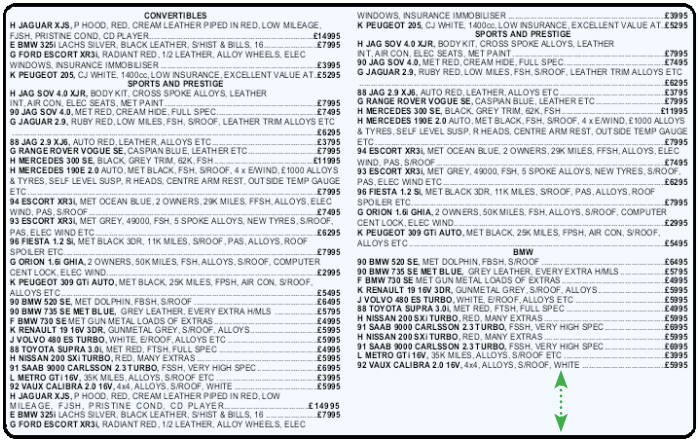


Fitting may be restricted to text that overflows its text box (overset text).

The alignment to be used on underset text (text which does not require fitting)

Continued...

Continued from previous page



CONVERTIBLES

H JAGUAR XJS, P HOOD, RED, CREAM LEATHER PIPED IN RED, LOW MILEAGE, FJSH, PRISTINE COND, CD PLAYER.....£14995
E BMW 325i LACHS SILVER, BLACK LEATHER, S/HIST & BILLS, 16.....£7995
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K PEUGEOT 205, CJ WHITE, 1400cc, LOW INSURANCE, EXCELLENT VALUE AT.£5295

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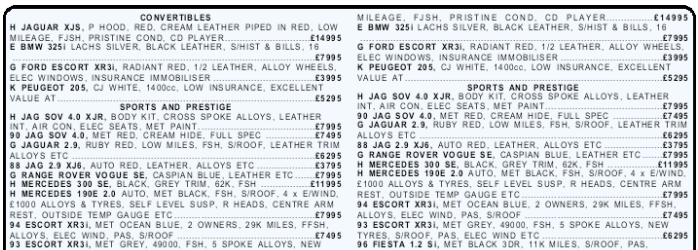
Default "Top" alignment for two linked text boxes



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"Full Alignment" applied across both linked text boxes.

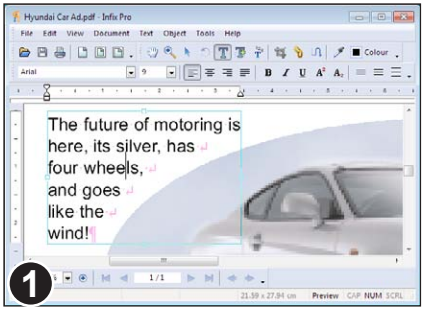
Notes

- Text fitting is time consuming. It is not advisable to edit text with full fitting activated. Apply it only once editing is complete.
- Text Box alignment is remembered even after closing and re-opening PDFs.
- Original formatting (font size, leading & spacing) is restored once full fitting is turned off.
- Unlike the other alignment modes, full text fitting can be applied across linked text boxes.

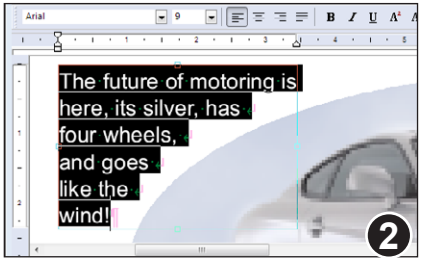
Flowing text around graphics

Pro

In order to retain the contour of a paragraph that flows around a graphic the widths of lines should be locked during editing.

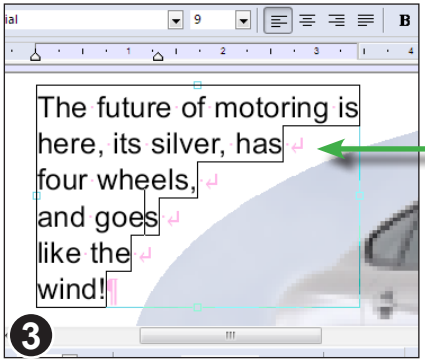


Select the **Text tool** from the tool bar and click inside the paragraph to begin editing.



Select lines whose shape follows the contour of the graphic. Lines that do not follow the shape need not be selected.

In this example every line of the paragraph needs to be selected.



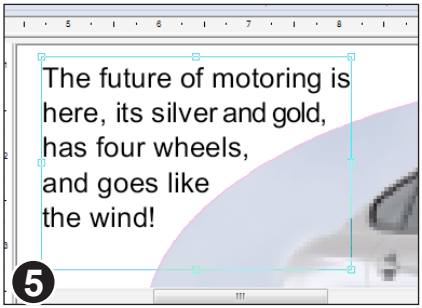
Choose **Text->Fix Line Width** from the menu bar to lock the selected lines.

"Fixed" lines have an addition border showing the shape of the line.

Continued...

Continued from previous page

Make sure the alignment is correct. Infix may have chosen the wrong alignment due to unusual shape of the paragraph.



Edit the text as normal.

Although the text will reflow, the shapes of the fixed lines will not alter.

You can alter the shape of each line by moving the left or right margin for that line.

Finish editing as normal.

In this example, each line has been reshaped to ensure the new text curves around the blue oval.

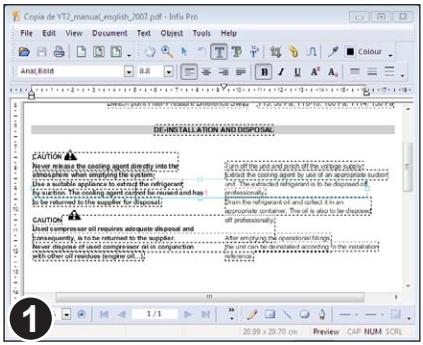
Note

- You cannot use **Text->Fix Line Widths** on rotated text.

Rebuilding text boxes

Pro

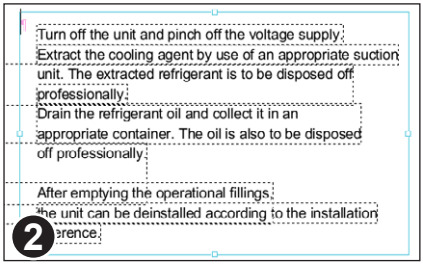
Infix can grab the text from multiple text blocks within a specific area of the page, sort it and build a new text box containing all the grabbed text. This can be useful for documents that have many disjoint text blocks making editing difficult.



Owing to the way in which this example PDF was produced, Infix has created many overlapping text blocks which make editing difficult.

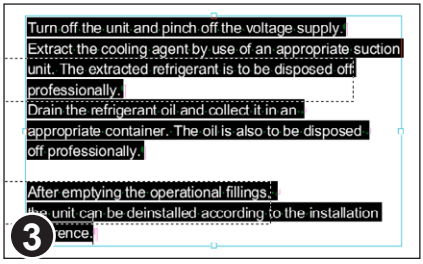
In some cases, lines from two distinct columns of text have been grouped into a single, extra wide, text block.

(**View->Show Text Frames** has been enabled to show the outline of each text box)


Turn off the unit and pinch off the voltage supply.
Extract the cooling agent by use of an appropriate suction unit. The extracted refrigerant is to be disposed off professionally.
Drain the refrigerant oil and collect it in an appropriate container. The oil is also to be disposed off professionally.
After emptying the operational fillings,
2

Choose the **Text tool** and drag-out a new text box large enough to enclose all of the text you wish to grab.

Choose:
Text->Text Boxes->Rebuild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Drain the refrigerant oil and collect it in an appropriate container. The oil is also to be disposed off professionally.
After emptying the operational fillings,
3

Any text enclosed by the new text box will be stolen from the existing text boxes.

The stolen text is then sorted using a simple x-y sort and placed into the new text box.

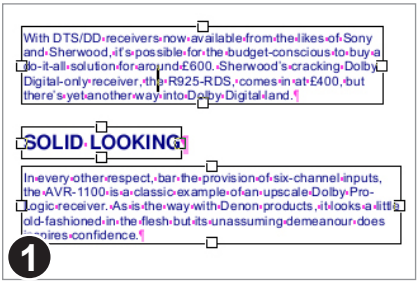
Original text boxes that become empty as a result will be deleted.

Usually the text placed in the new text box will have more accurate paragraph structure and be easier to edit.

Merging text boxes

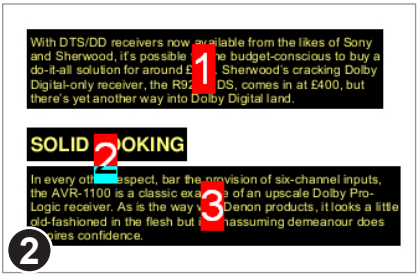
Standard Pro

Vertically aligned text boxes may be joined together when you need text to reflow as one.


With DTS/DD receivers now available from the likes of Sony and Sherwood, it's possible for the budget-conscious to buy a do-it-all solution for around £600. Sherwood's cracking Dolby Digital-only receiver, the R925-RDS, comes in at £400, but there's yet another way into Dolby Digital land.
SOLID LOOKING
In every other respect, bar the provision of six-channel inputs, the AVR-1100 is a classic example of an upscale Dolby Pro-Logic receiver. As is the way with Denon products, it looks a little old-fashioned in the flesh but its unassuming demeanour does
1

In this example, Infix has split the text into three boxes.

This will produce the wrong results when the text is reflowed.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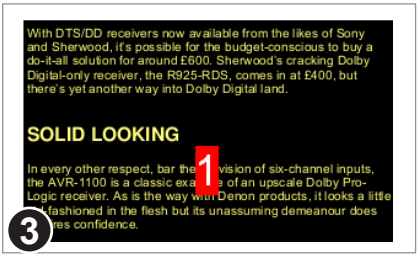
1
2
3
2

While using the **Linked text** tool choose:

Text->Text Boxes->Merge Vertically to join the three separate boxes into one.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1
3

Boxes in the same vertical row will be joined into one.

Continued...

Continued from previous page

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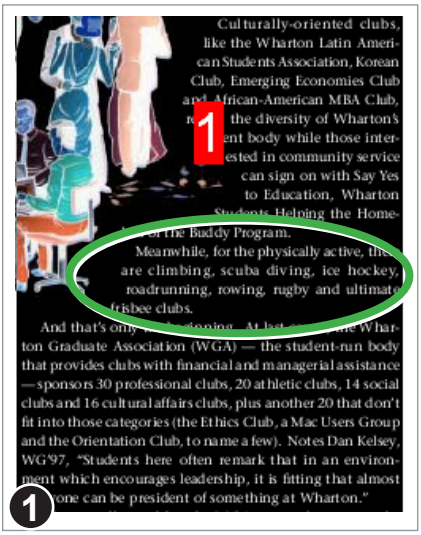
4

Text will now flow as a single column and the results should look better.

Splitting text boxes

Standard Pro

Text blocks can be split at paragraph boundaries. This can make editing large blocks of text faster and helps to avoid reflowing text that does not need it.


Culturally-oriented clubs, like the Wharton Latin American Students Association, Korean Club, Emerging Economies Club and African-American MBA Club, the diversity of Wharton's student body while those interested in community service can sign on with Say Yes to Education, Wharton Students Helping the Homeless or the Buddy Program.
Meanwhile, for the physically active, there are climbing, scuba diving, ice hockey, roadrunning, rowing, rugby and ultimate frisbee clubs.
And that's only the beginning. At last count, the Wharton Graduate Association (WGA) — the student-run body that provides clubs with financial and managerial assistance — sponsors 30 professional clubs, 20 athletic clubs, 14 social clubs and 16 cultural affairs clubs, plus another 20 that don't fit into those categories (the Ethics Club, a Mac Users Group and the Orientation Club, to name a few). Notes Dan Kelsey, WG'97, "Students here often remark that in an environment which encourages leadership, it is fitting that almost anyone can be president of something at Wharton."
1

Use the **Linked text** tool to select the text box to be split.

The example shows a large block of text with complicating formatting.

To edit just the middle paragraph without reflowing any of the other text, the text box should be split.

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1
2
3
2

Choose **Text->Text Boxes->Split Paragraphs.**

The single box is split so that each paragraph becomes a box, not linked to any other.

Although the new text boxes are not linked together, for clarity they have been linked together in this image to highlight the effect of splitting.

Continued...

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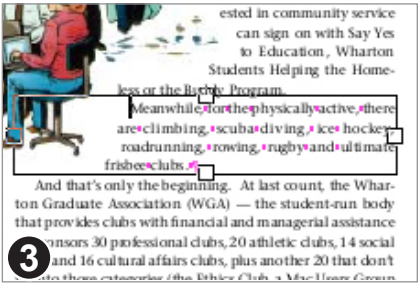
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3

After splitting, Infix switches to the **Text tool** ready for editing.

Remapping fonts

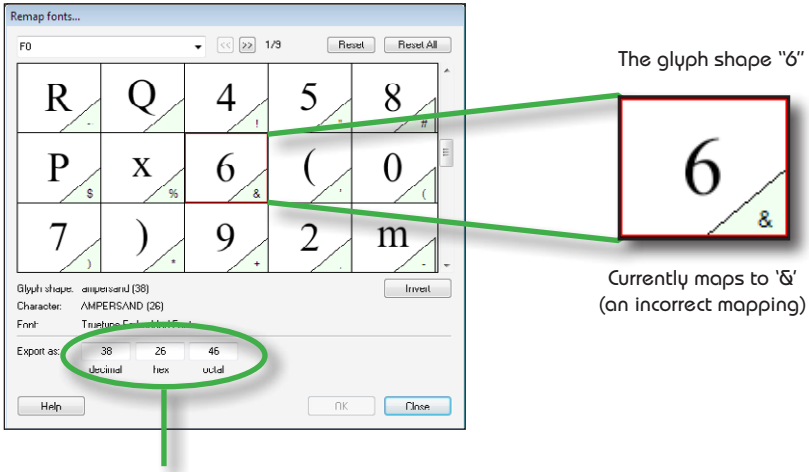
Pro

Every font in PDF includes a mapping from the glyph shapes to their meaning. Without this mapping editing would not be possible nor would content export.

In some PDF documents these mappings are incorrect or corrupted. You can train Infix to deal with particular mapping problems as they arise. This training does not fix the PDF but does enable editing, content export and translation.

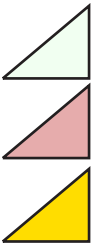
Choose **Text->Remap Fonts...** to open the font mapping dialogue box.

The dialogue box is similar to the **Character Palette** dialogue (see "Inserting special characters" on page 65)



The 'meaning' of the selected glyph. When editing or exporting, Infix will treat the glyph as if it were Unicode 38.

The mapping for each glyph is shown in one of three colours:



Mapping contained in the PDF. (May or may not be correct)

Bad or missing mapping.

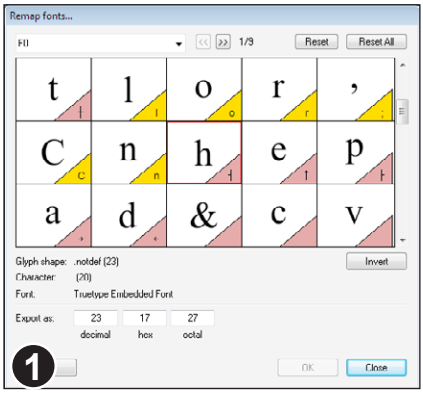
User supplied mapping. (A remapped glyph)

Continued...

Continued from previous page

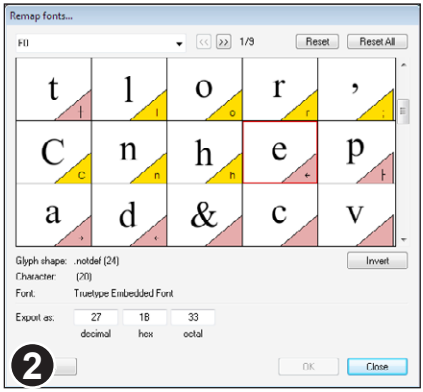
Editing font mappings

The quickest way to edit or fix a font map is to select the first incorrectly mapped glyph in the map, then press the key to which is should map. The mapping will be set and the next glyph will be selected. Repeat until all incorrect glyphs are mapped.



In this example. 6 characters have already been re-mapped. The selected glyph has moved into 'h'.

Press 'h' on the keyboard to change the mapping to 'h'.



The mapping for 'h' has been recorded and now, the 'e' glyph has been selected.

If the destination character cannot be entered from the keyboard such as **ﬁ** *(latin small ligature fi)* then enter it's Unicode value into one of the edit boxes - FB01 is the code for **ﬁ** in hexadecimal.

Notes

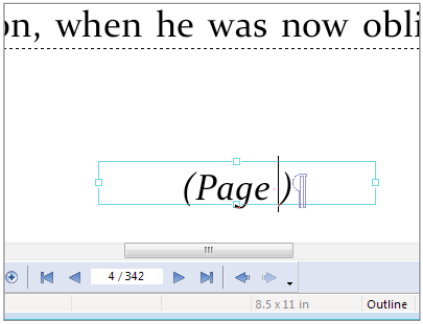
- Mappings are stored in a mappings file maintained by Infix.
- Mappings are applied whenever a document with a matching font is opened.
- Mappings are used during editing and when exporting PDF to other formats.

Numbering pages

You can renumber a range of pages by cloning a page number text field on each page in the range using the cloning facility. Each time the text field is placed on a page in the range, it is incremented by one.

Page number fields do not update when pages are added or removed from a PDF. Instead you should re-clone the numbering on the affected pages.

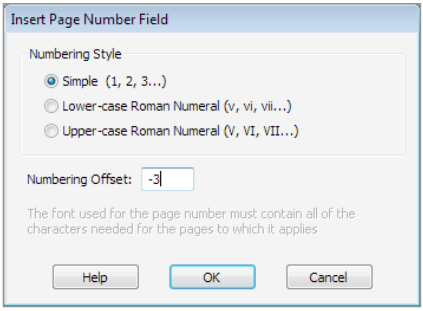
See “Cloning objects across pages” on page 101 for details of cloning objects (not just page number fields) across pages.



In this example we want to have a numbered footer at the bottom of each page, of the form ***(Page n)***.

Using the **Text tool**, create and edit the footer on the first page of the range.

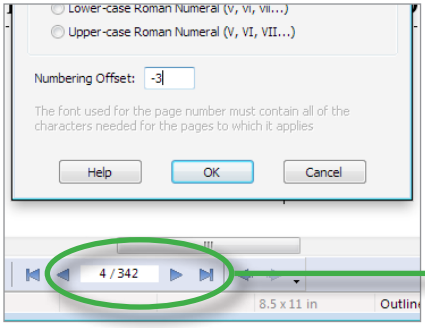
Choose **Text->Insert Page Number...** to insert the text field where the page number should be.


Insert Page Number Field
Numbering Style
Simple (1, 2, 3...)
Lower-case Roman Numeral (v, vi, vii...)
Upper-case Roman Numeral (V, VI, VII...)
Numbering Offset: -3
The font used for the page number must contain all of the characters needed for the pages to which it applies
Help
OK
Cancel

Choose the **Numbering Style** for the number.

Note that whatever format is chosen, the font used must encode all the characters that will be required as the number changes across the page range.

You can verify this by looking at the font using the character palette (choose **Text->Character Palette...**)


Upper-case Roman Numeral (V, VI, VII...)
Numbering Offset: -3
The font used for the page number must contain all of the characters needed for the pages to which it applies
Help
OK
Cancel
4 / 342
8.5 x 11 in

Finally, specify the **Numbering Offset**.

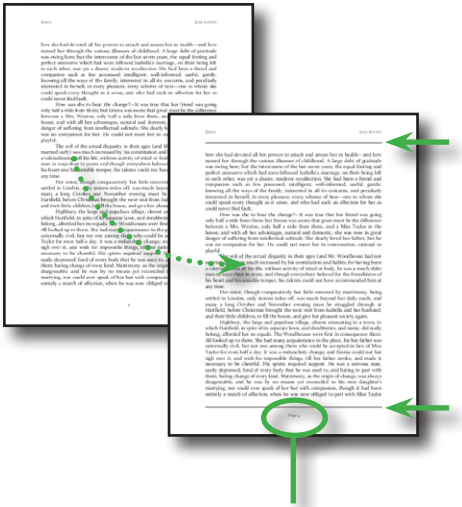
In the example shown, a numbering offset of -3 has been given which means the first page number generated will be 1.

Since it is being inserted on physical page 4 of the PDF, with a numbering offset of -3, the first page number generated will be 1.

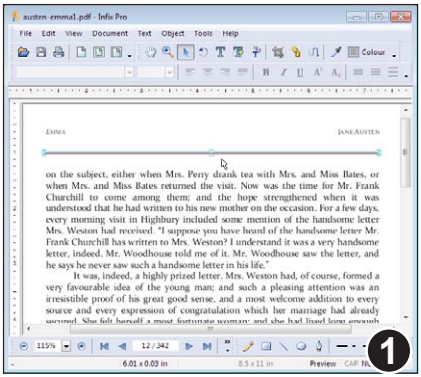
Cloning objects across pages

Pro

Infix can replicate a selection of objects across a range of pages. The objects are placed at the same position on each page in the range, on top of any existing contents. This facility can be used for adding repeating page furniture such as logos, headers, footers and page numbers.



This example will show how to add a header and footer rule plus a page number to a 300+ page book.


austen-emma1.pdf - Infix Pro
File Edit View Document Text Object Tools Help
EMMA
JANE AUSTEN
on the subject, either when Mrs. Perry drank tea with Mrs. and Miss Bates, or when Mrs. and Miss Bates returned the visit. Now was the time for Mr. Frank Churchill to come among them; and the hope strengthened when it was understood that he had written to his new mother on the occasion. For a few days, every morning visit in Highbury included some mention of the handsome letter Mrs. Weston had received. "I suppose you have heard of the handsome letter Mr. Frank Churchill has written to Mrs. Weston? I understand it was a very handsome letter, indeed. Mr. Woodhouse told me of it. Mr. Woodhouse saw the letter, and he says he never saw such a handsome letter in his life."
It was, indeed, a highly prized letter. Mrs. Weston had, of course, formed a very favourable idea of the young man; and such a pleasing attention was an irresistible proof of his great good sense, and a most welcome addition to every source and every expression of congratulation which her marriage had already
1

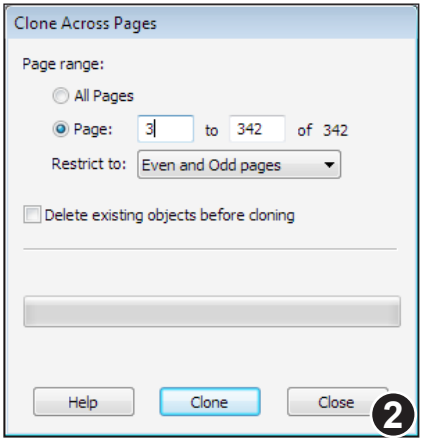
Using the **Line tool** add a horizontal line to the top of the page. Use **Copy** and **Paste** to place a similar line in the footer region.

Both lines are then selected using the **Object tool** (by clicking on each line whilst holding **SHIFT** to add to the selection).

Choose **Edit->Clone Across Pages...**

Continued...

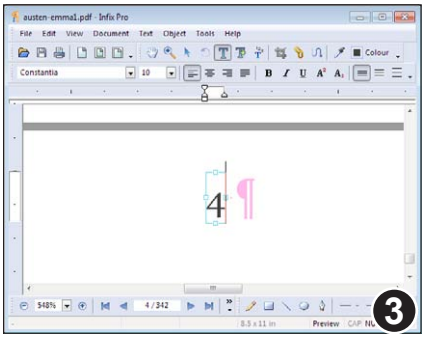
Continued from previous page



Next, specify the range of pages to be covered. In this case we wish to place the borders on all pages from 3 onwards.

You could restrict the range to even or odd pages only if you wanted to apply different graphics to each set of pages.

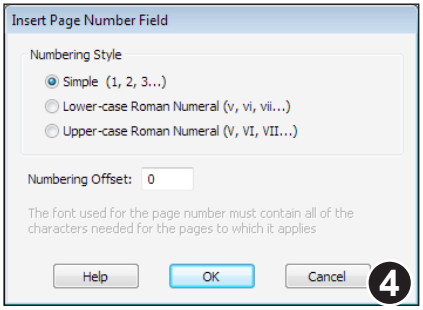
Selected **Delete existing objects...** to remove any existing lines at this position before placing the new lines.



In this example, we are going to change the style of the page numbering - currently a simple number.

Selected the existing page number using the **Text tool** and insert "Page" in front of the number.

Then delete the original number ("4") and choose **Text->Insert Page Number...** which will display the page numbering dialogue.


Insert Page Number Field
Numbering Style
Simple (1, 2, 3...)
Lower-case Roman Numeral (v, vi, vii...)
Upper-case Roman Numeral (V, VI, VII...)
Numbering Offset: 0
The font used for the page number must contain all of the characters needed for the pages to which it applies
Help
OK
Cancel
4

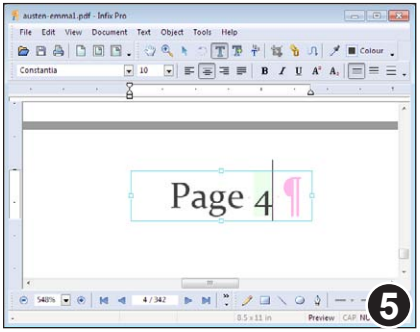
Choose the numbering scheme for the new page number.

You can also provide a **Numbering Offset** that gets added to the page number. Leave this as 0 for no offset.

Press **OK** to insert the page number.

Continued...

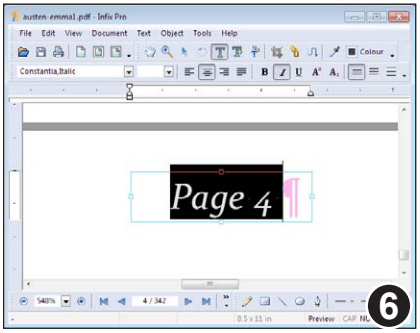
Continued from previous page



The finished format, showing the page number, all centre aligned.

The number is actually a field which is why Infix shows it highlighted. This highlighting does not affect the PDF and can be turned off by choosing **View->Field Shading.**

During the clone operation this field will update as it is copied to each page in order to show the correct page number.

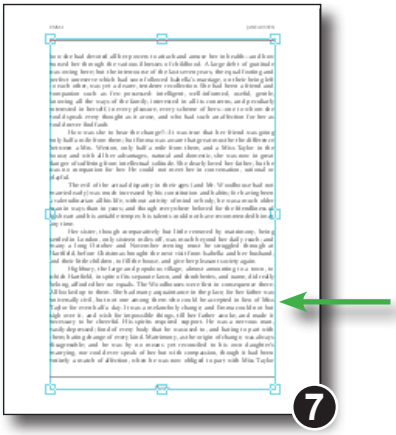


The final change is to change it to an italic version of the Constantia font.

Since the page number field will be cloned across a wide range of pages, all numbers from 0-9 will eventually be needed.

We need to ensure the font we choose has all numbers otherwise the cloning process will fail part way through.

You can check the characters available in a font by choose **Text->Character Palette...**



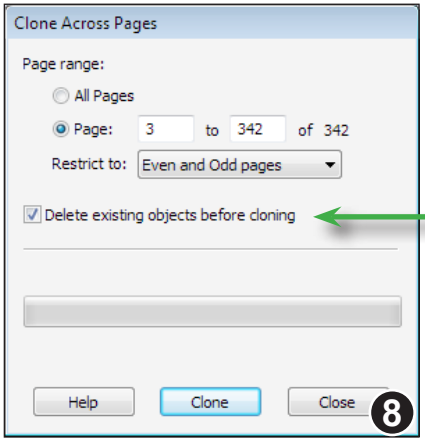
Page with top and bottom lines plus page number selected.

Carefully select both lines and text using the **Object tool**, clicking on each whilst holding **SHIFT** to ensure they are added to the selection.

Choose **Edit->Clone Across Pages...**

Continued...

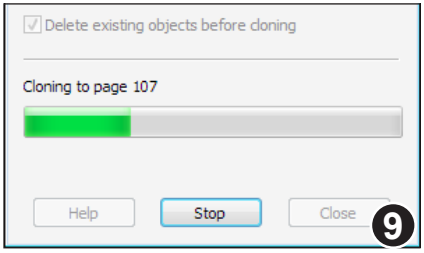
Continued from previous page



Select the **Page range:** for the operation. In this example, we will be cloning from page 3 onwards, even though we drew the original items on page 4.

Select **Delete existing objects...** to ensure that any existing page numbers are removed before applying the new version.

Press **Clone** to begin the process.



Infix will show the progress of the operation as it goes.

Every 100 or so pages, the partially complete document will be saved to disc (under a new name) and the process will resume.

The finished document will also have a new name.

Notes

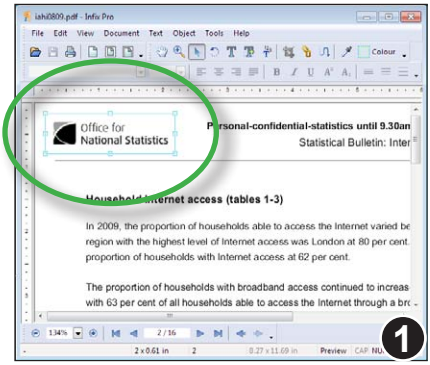
- Page number fields are not updated when pages are inserted or deleted in a document. To update page numbers, perform the clone operation again ensuring that **Delete existing objects...** is selected.
- Hyperlinks and annotations are excluded from the cloning process.

Deleting objects across pages

Pro

Infix can automatically delete objects in the same location across a range of pages. This is very handy for removing unwanted logos, header, footers or other page furniture.

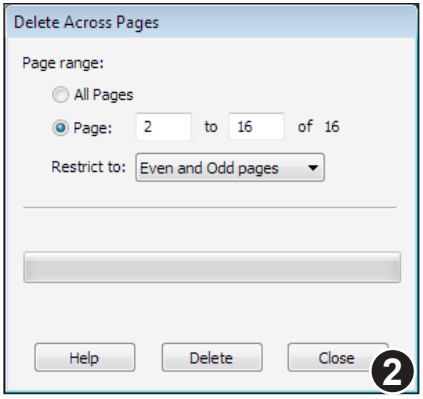
You are strongly advised to make a backup of your document before using this facility.


Office for
National Statistics
Statistical Bulletin: Inter
In 2009, the proportion of households able to access the Internet varied be
region with the highest level of Internet access was London at 80 per cent
proportion of households with Internet access at 62 per cent.
The proportion of households with broadband access continued to increas
with 63 per cent of all households able to access the Internet through a br
1

Select the object(s) to be deleted using the **Object select** tool.

In this case, a single logo has been selected that repeats across most of the document.

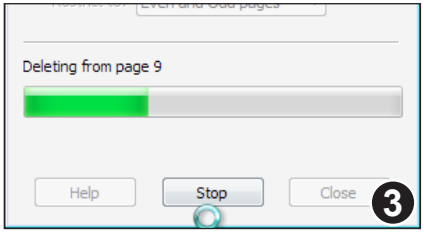
Any objects matching or entirely contained within the individual bounding boxes of objects in the selection, will be deleted from the pages you specify next.



Choose **Edit->Delete Across Pages...**

Choose the page range you wish to effect and whether you want to limit the process to just even or odd pages.

Press **Delete**.



You can halt the process part way through by pressing **Stop**.

Find & Replace

- ☞ Find & Replace (advanced)
- ☞ Find & Replace fonts
- ☞ Find & Replace in files
- ☞ Find & Replace in hyperlinks
- ☞ Find & Replace in long documents
- ☞ Find & Replace text
- ☞ Find & Replace text styles
- ☞ Text reflow modes

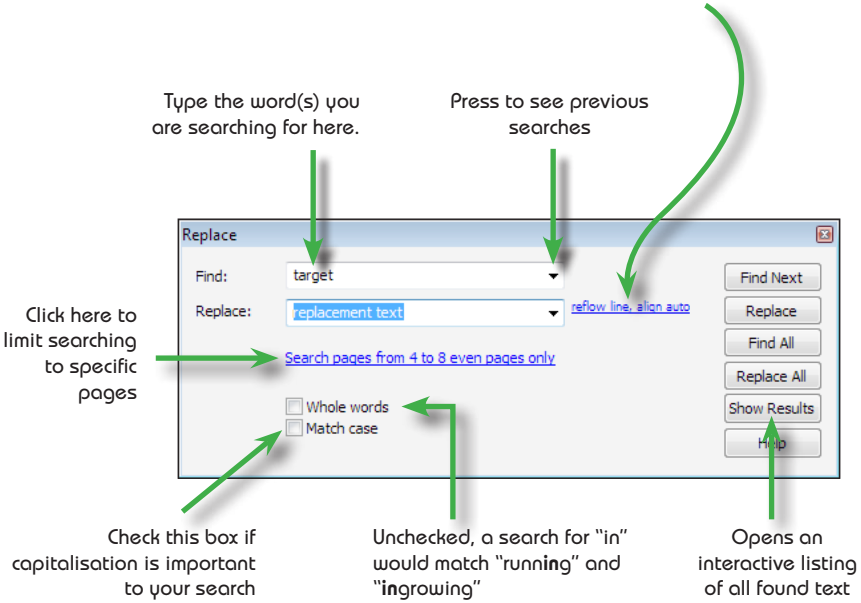
Find & Replace text

Standard

Use the **Find** and **Replace** dialogue boxes to search for and replace words and phrases in a text selection, across a range of pages or throughout an entire PDF.

To replace the fonts used by a document, use the **Find & Replace Font** dialogue (see "Find & Replace fonts" on page 108).

During replacement Infix will reflow the affected text. *It is important you tell Infix how you want the text reflowed* as, depending upon your document, it may drastically alter its layout. See "Text reflow modes" on page 115 for details.

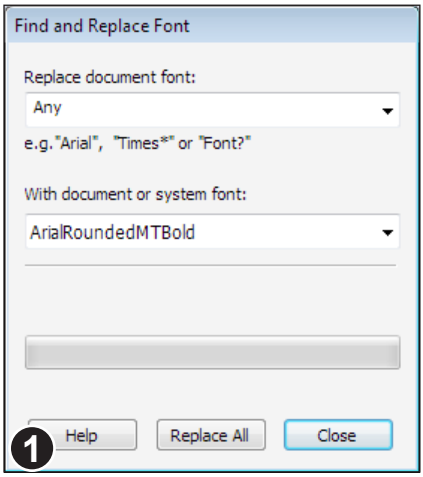


Notes

- If you have a word selected when the dialogue box opens, the word will be copied into the **Find:** box automatically.
- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When paragraphs are reflowed, their layout may be altered. See "Flowing text around graphics" on page 91 for methods of avoiding this.

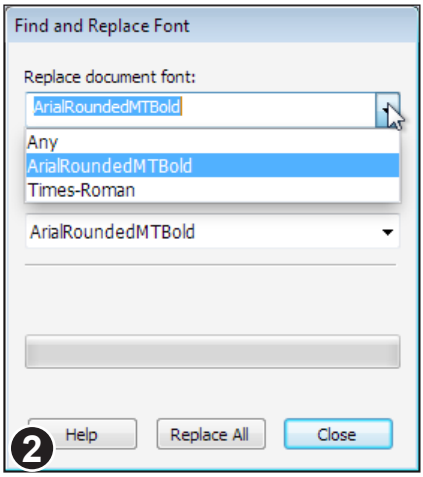
Find & Replace fonts

Infix can change the fonts used throughout a document using the **Find and Replace Font** dialogue box. This dialogue presents a simplified interface to the more sophisticated facilities offered by the **Find & Replace** dialogue in Infix Pro.



Before doing a font replacement ensure that you have a recent backup of your document since the operation is potentially disruptive.

To begin choose **Edit->Replace Font...**
or
choose **Document->Fonts...** then select a particular font and press **Replace...**



Choose the target font from any of those currently used in the document.

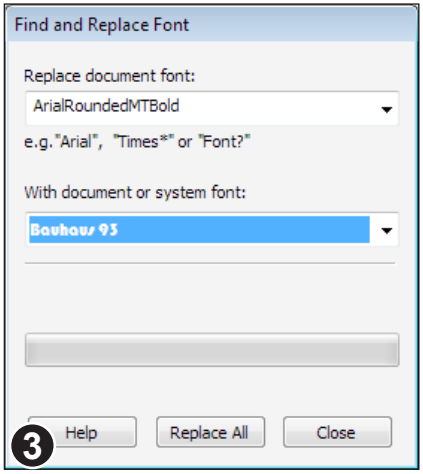
Alternatively, you can enter a wildcard expression in order to match a family of fonts.

For example, **Times*** will match all fonts whose names start with **Times** such as **Time-Roman**, **Times-Roman Italic** etc.

F? would match all two-letter font names such as **F0**, **F1** etc.

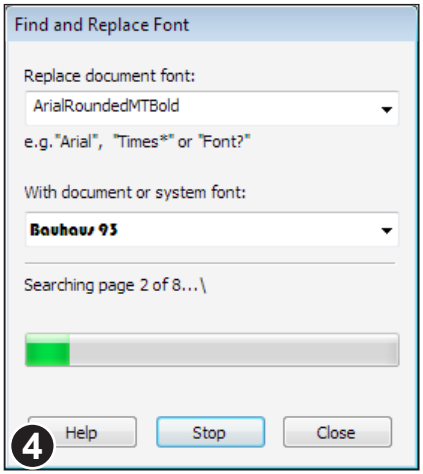
Continued...

Continued from previous page



Choose the replacement font from the drop-down list. You may choose any font currently used in the document or any system font on your computer.

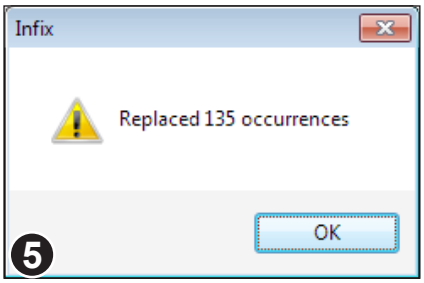
Whatever font you choose, especially if it is one currently used in your document, be aware that it may not have all the characters (glyphs) needed. Infix will warn you during the replacement if this occurs.



Click **Replace** to begin the operation.

Infix will process the entire document, examining all text. If you want to restrict the process to a specific page range, text box or text selection, use the advanced features of the **Find & Replace** dialogue available in Infix Pro.

Hit the **Stop** button at any time to abort the process.



Once finished, Infix will report the number of runs of text that were modified.

If more than 100 pages were processed, Infix will have saved the document as it went along, renaming it each time.

Save the finished version now.

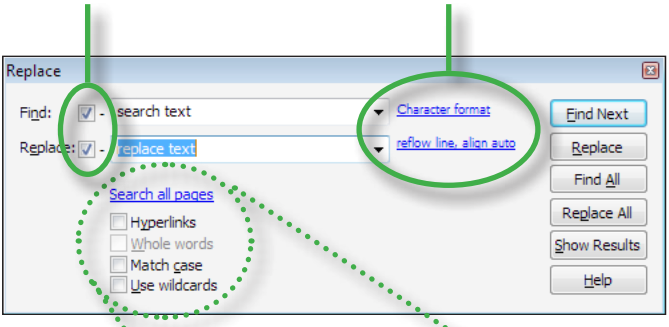
Find & Replace (advanced)

Pro

Infix Pro's **Find & Replace** dialogue box is a more sophisticated version of that offered by Infix (see "Find & Replace text" on page 107). Not only can you search and replace text, you can modify the styles of text and change the contents of hyperlink URLs.

See "Find & Replace text styles" on page 111 for details of the **Find:** and **Replace:** check boxes.

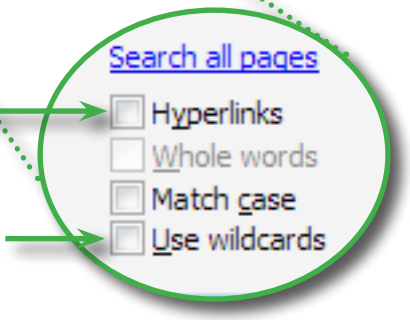
Click the hyperlinks to limit searches to a particular style and to dictate the style of the replacement text,



Search & replace within the URL of hyperlinks only

Check to activate wild card matching. Available wild cards are:

- `*` to match zero or more characters
- `+` to match 1 or more characters
- `?` to match a single character

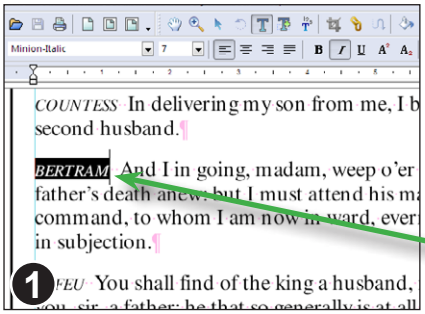


Find & Replace text styles

Pro

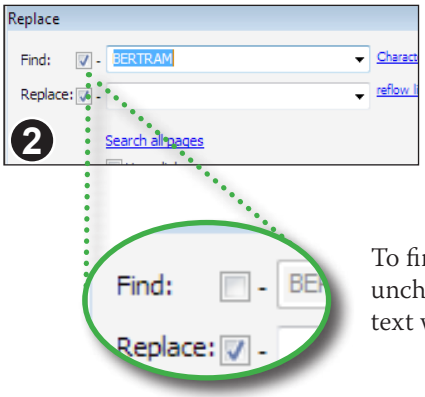
You can restrict your target text by font, colour or size. You can also dictate the font, size and colour of the replacement text. You can even change the style of text without changing the text itself (more flexible than “Find & Replace fonts” on page 108).

Before doing any kind of replacement operation ensure that you have a recent backup of your document since automated operations are potentially disruptive.


Minion-Italic
7
COUNTESS In delivering my son from me, I b
second husband.
BERTRAM And I in going, madam, weep o'er
father's death anew; but I must attend his ma
command, to whom I am now in ward, ever
in subjection.
FEU You shall find of the king a husband,
1
Minion-Italic, 7 point

To change all the character names in a Shakespeare play so that they appear in blue...

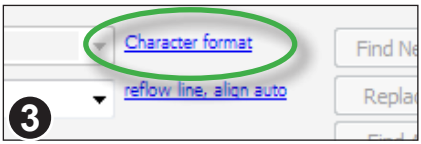
Using the text edit tool, select an example of the text to be changed.



Choose **Edit->Replace...** to open the **Replace** dialogue box.

The selected text will appear in the **Find:** box.

To find *all* text with the same style, uncheck the **Find:** check box. The target text will grey-out.



Next, click on the **Character format** hyperlink to open the formatting dialogue box.

Continued...

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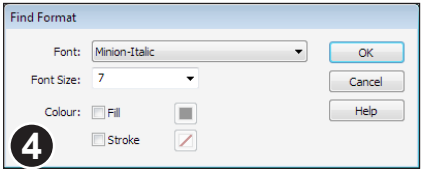
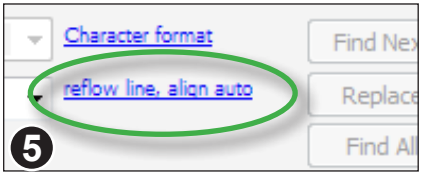


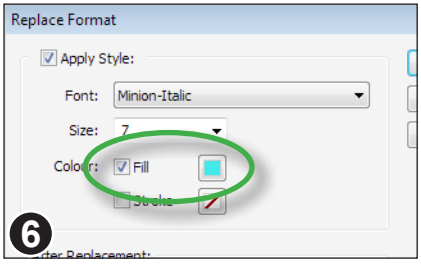
The **Find Format** dialogue reflects the formatting of the text from your initial selection, though it remains inactive until you press **OK**.

Press **OK** to activate the formatting.

Whenever a format is active for a search, a brief summary of the styles chosen is shown next to the **Find:** text box.



Click on the hyperlink next to the **Replace:** text box to open the **Replace Format** dialogue box.



The **Replace Format** dialogue box displays the formatting of the initial text selection.

Click on **Apply Style** since we want to change the colour of text.

Click on the Fill colour check box to enable the colour picker button next to it.

Click on the colour button to choose a new colour.

(In the example image a blue colour has already been chosen)

Continued...

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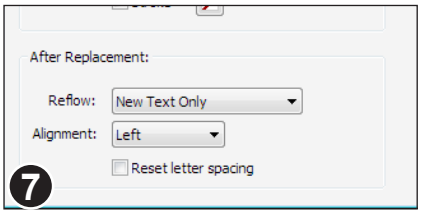
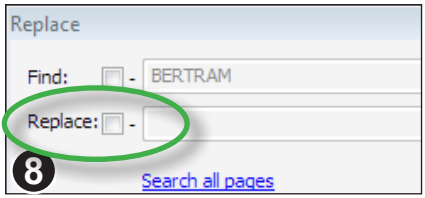


Reflow and alignment changes should be kept to a minimum (we only want to change text colour).

Ensure that **Reflow:** is **New Text Only** and **Alignment:** is **Left**.

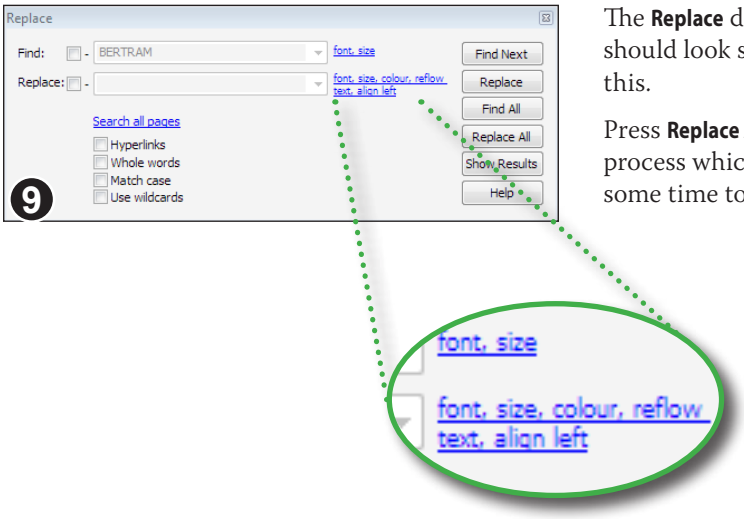
Then press **OK** to activate the formatting.



Uncheck the box next to **Replace:.** The replace text box will grey-out.

This means we do not want the text itself changed, only its style.

Press the **OK** button to activate the format settings.

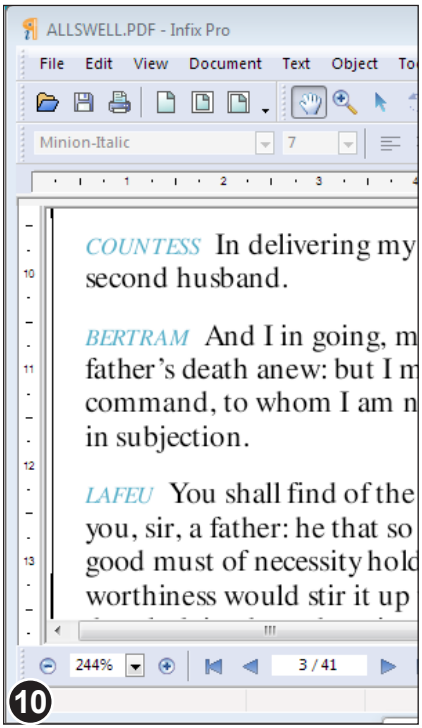


The **Replace** dialogue box should look something like this.

Press **Replace All** to start the process which may take some time to finish.

Continued...

Continued from previous page



Once finished, all character names have been changed to blue throughout the PDF.

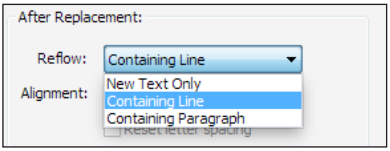
The same technique can be used to change the font, font size or stroke colour of specific text.

Notes

- To remove any **Find:** formatting click the formatting hyperlink next to the **Find:** text box and set both **Font** & **Font Size** to **Any** then uncheck both colour check boxes.
- **Replace:** formatting can be disabled in the same way as detailed above.
- Infix will save a partial copy of the PDF every 100 or so pages during a long find & replace operation.
- To cancel a find & replace operation, press **Escape** or close the dialogue box.

Text reflow modes

Standard Pro



Infix offers three modes for controlling the way text is reflowed during search and replace:

- **New Text Only**

This mode is useful when dealing with tabular data, headers, footers or other single lines where retaining the original spacing and gaps between words is important.

The minimum reflow is done. The new text is left, centre or right aligned within the space occupied by the text being replaced.

In this mode, you may end up with words printed on top of each other if the replacement text is much longer than the original.

- **Containing Line Only (default mode)**

This mode is useful when you wish to cause minimum changes to existing paragraphs whilst ensuring changed lines blend in correctly.

Only the line(s) containing the search text will be reflowed after replacement. Lines can be left, centre or right aligned regardless of the alignment of their paragraphs.

The **auto** option will use the containing paragraph's current alignment.

- **Containing Paragraph**

The entire paragraph (and those near it) may be reflowed according to their current alignment. You cannot dictate the alignment used in this mode.

If a paragraph grows longer after reflowing, some of the text may become 'overset' (See "Overset text" on page 64). This is signified by a red square on the bottom-right edge of the text box. You may need to make the text box bigger to accommodate the text once the search and replace is complete.

Reset Letter Spacing

When only the font is changed as a result of a search & replace operation the existing letter spacings may not be appropriate for the new font.

Checking **Reset Letter Spacing** will cause both inter-character and inter-word spacing to be set to 0 for every character affected.

Continued...

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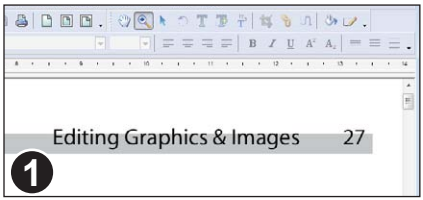
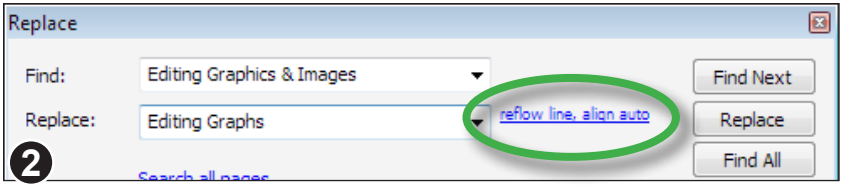
Reflow: New Text Only

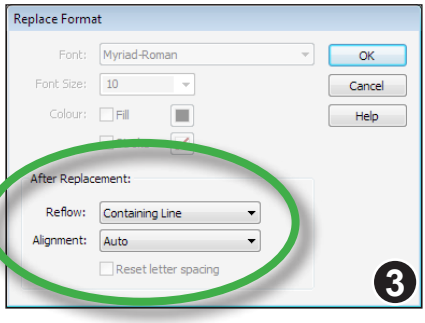


In this example, the header text is to be altered whilst retaining the gap between the page number and the text.

Choose the **Edit->Replace...** menu item.



Fill in the **Find:** and **Replace:** text boxes.
Press the blue, underlined hyperlink next to the **Replace:** text box.



To ensure that the new text is right-aligned and that the page number is left where it is -

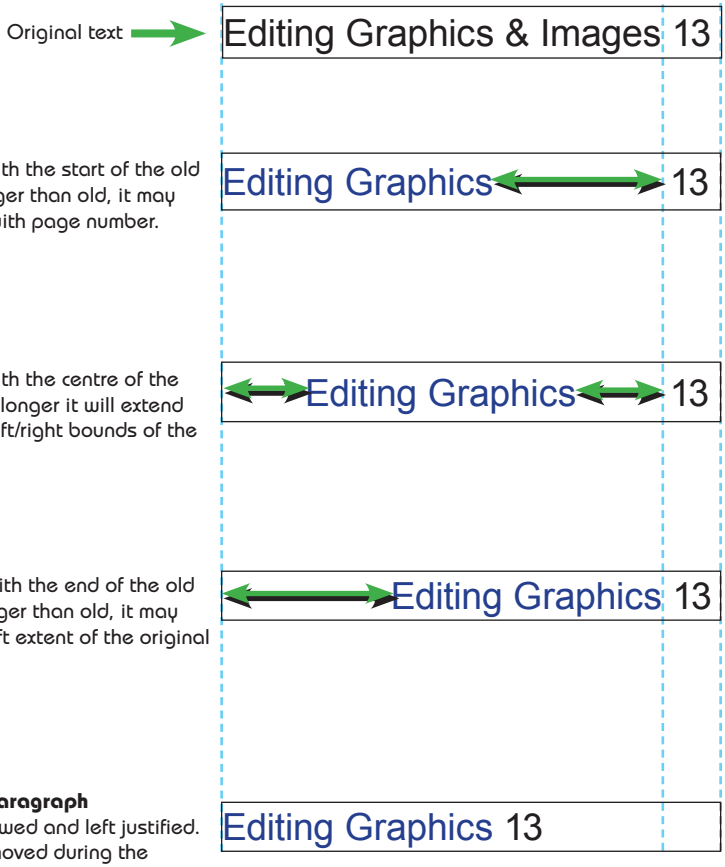
Choose **New Text Only** from the **Reflow:** pop-up menu

Choose **Right** from the **Alignment:** pop-up menu

Continued...

Continued from previous page

Reflow: New Text Only



Align: Left
New text is aligned with the start of the old text. If new text is longer than old, it may overflow and collide with page number.

Align: Centre
New text is aligned with the centre of the old text. If it becomes longer it will extend beyond the original left/right bounds of the old text.

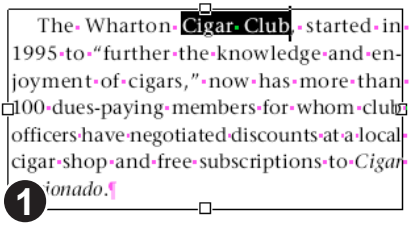
Align: Right
New text is aligned with the end of the old text. If new text is longer than old, it may extend beyond the left extent of the original text.

Reflow: Containing Paragraph
The entire line is reflowed and left justified. The page number is moved during the reflow.

Continued...

Continued from previous page

Reflow: Containing Line Only


The Wharton Cigar Club started in
1995 to "further the knowledge and en-
joyment of cigars," now has more than
100 dues-paying members for whom club
officers have negotiated discounts at a local
cigar shop and free subscriptions to Cigar
ionado.
1
The Wharton Smoking Society started in
1995 to "further the knowledge and en-
joyment of cigars," now has more than
100 dues-paying members for whom club
officers have negotiated discounts at a local
cigar shop and free subscriptions to Cigar
ionado.
2

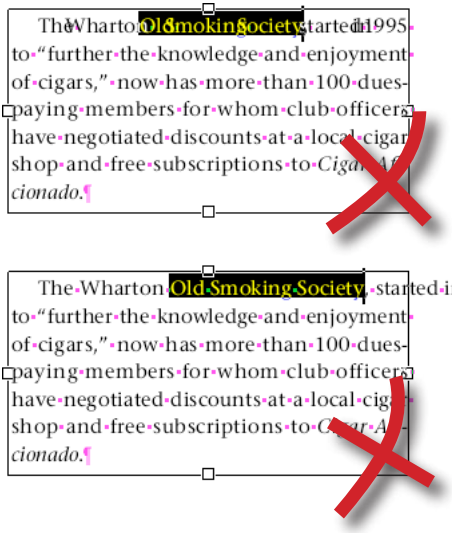
"Cigar Club" -> "Smoking Society"

In this example, "Cigar Club" is replaced by "Smoking Society", reflowing only one line of the paragraph.

To make room, the words have been moved closer together on the first line.

None of the other lines has been altered.

Potential Problems


The Wharton Old Smoking Society started in 1995
to "further the knowledge and enjoyment
of cigars," now has more than 100 dues-
paying members for whom club officers
have negotiated discounts at a local cigar
shop and free subscriptions to Cigar
cionado.
The Wharton Old Smoking Society started in 1995
to "further the knowledge and enjoyment
of cigars," now has more than 100 dues-
paying members for whom club officers
have negotiated discounts at a local cig
shop and free subscriptions to
cionado.

"Cigar Club" -> "Old Smoking Society"

There is not enough room for the replacement text on the line so words have begun to run-in to each other.

This is the same replacement using **Alignment: Left.**

The text has grown beyond the edge of the text box.

Notes

- Use **Reflow: Containing Paragraph** option only if you are confident that reflowing the paragraph will not destroy any existing indentation or special layout.
- When using **Reflow:New Text Only** the new text may collide with existing text if it is longer than the original text.

Find & Replace in long documents

Standard Pro

During find & replace in a long PDF (more than 100 pages), Infix will save the partially-complete PDF every 100 pages.

On completion, the finished PDF **MyDoc.pdf** will be renamed **MyDoc-01.pdf**. The original PDF (before the find & replace) will remain unchanged.

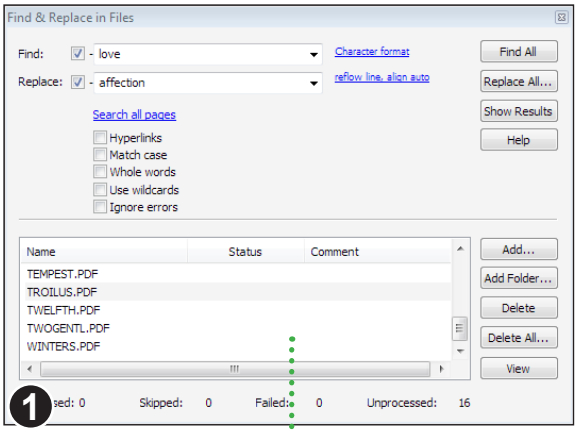
If you perform further search and replace operations on the new document, it will be renamed **MyDoc-02.pdf** and so on.

Find & Replace in files

Pro

Infix Pro can automatically perform a Find & Replace operation on multiple files. This can be useful when the same changes need to be made to many files.

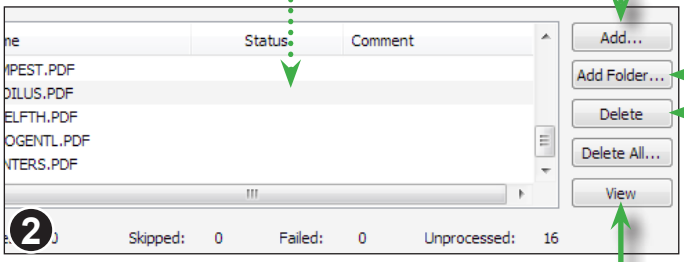
Choose **Edit->Find & Replace In Files...** to open the dialogue. There does not have to be a document already open in order to access the dialogue.



Upper part of the dialogue is like the **Replace** dialogue box. See "Find & Replace (advanced)" on page 110

Lower part of the dialogue is where you add files to be searched.

Click to add files to the list



Click to add all the PDF files in a folder (and its sub-folders)

Deletes files from the list (does not delete them from disc)

Click to open and view the selected document.
If already processed, Infix will open the processed version

Continued...

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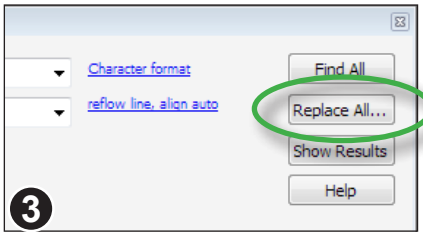
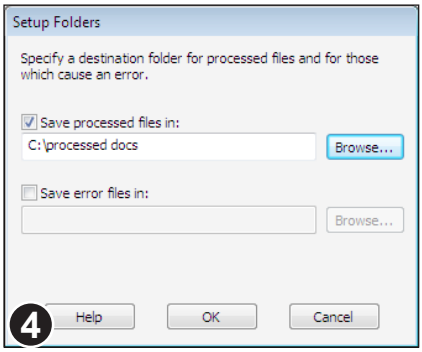


Once your search has been setup and you have added some files to the list, press **Replace All...**

Setup Folders

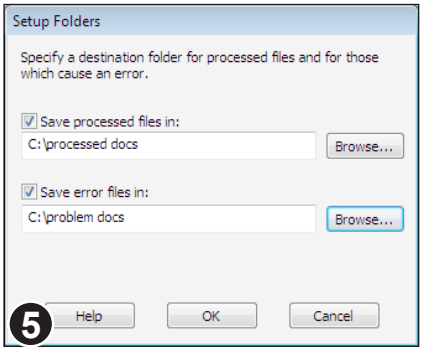


The **Setup Folders** dialogue will open.

Supply a location in which to save the processed files.

If you do not use this option, your original files will be over written (a backup will not be made).

You are strongly advised to ensure you have a backup of the original files.



You may also give an optional folder for error files.

Errors can occur when there is no suitable font for substitution for example.

Continued...

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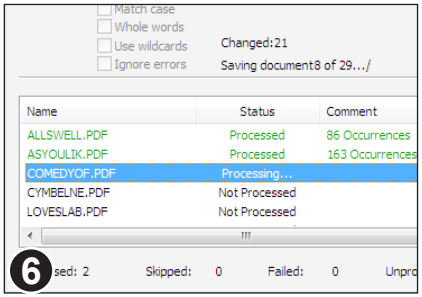
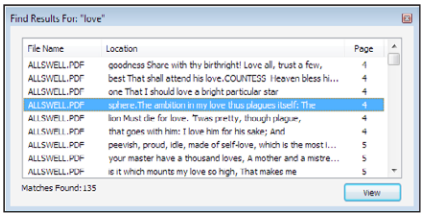


During the search, the dialogue shows the number of changes made, and current page being searched.

The current PDF being searched is highlighted in the list of files.


Find Results For: "love"
File Name
Location
Page
ALLSWELL.PDF goodness Share with thy birthright! Love all, trust a few, 4
ALLSWELL.PDF best That shall attend his love.COUNTESS Heaven bless hi... 4
ALLSWELL.PDF one That I should love a bright particular star 4
ALLSWELL.PDF sphere.The ambition in my love thus plagues itself: The 4
ALLSWELL.PDF lion Must die for love. 'Twas pretty, though plague, 4
ALLSWELL.PDF that goes with him: I love him for his sake; And 4
ALLSWELL.PDF peevish, proud, idle, made of self-love, which is the most i... 5
ALLSWELL.PDF your master have a thousand loves, A mother and a mistre... 5
ALLSWELL.PDF is it which mounts my love so high, That makes me 5
Matches Found: 135
View

When doing **Find In Files**, pressing **Show Results** will display the results list. This list is updated as the search proceeds.

Once the search has finished, double clicking on a result will open the relevant PDF and show the text.

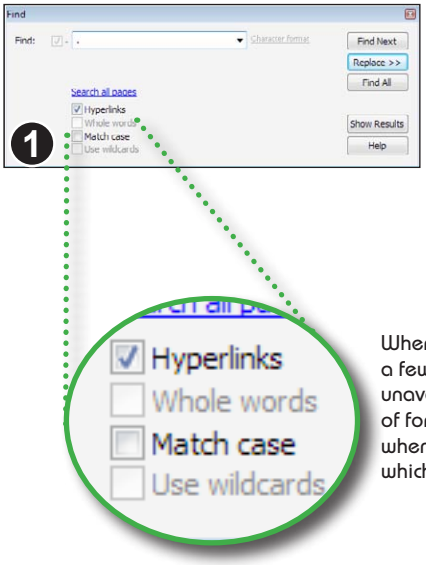
Find & Replace in hyperlinks

Pro

Infix Pro can perform find and replace operations on the content of hyperlinks throughout a document. This can be useful for changing the web address of hyperlinks.

The ability to limit searching to hyperlinks is available in the **Find**, **Replace** and **Find & Replace In Files** dialogue boxes.

Finding all hyperlinks in a document

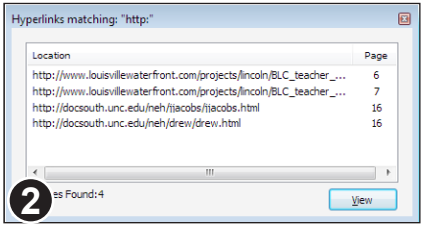


Choose **Edit->Find...** to display the Find dialogue.

Check the **Hyperlinks** checkbox to limit the search.

Enter "http:" into the **Find:** text box which should match all web-based hyperlinks.

When **Hyperlinks** is checked, a few other options become unavailable. There is no concept of font styles or reflow modes when dealing with hyperlinks which are just text data.



Press **Find All...** which will begin the search and open the **Find Results** window.

As the find progresses, results will be added to the **Find Results** window.

Once finished, double-clicking on a result will display the hyperlink in the main window of Infix.

Page Operations

- ☞ Inserting new pages
- ☞ Inserting pages from other documents
- ☞ Page labels
- ☞ Page margins
- ☞ Placing a page from another document
- ☞ Reordering pages
- ☞ Resizing pages
- ☞ Watermarking pages

Inserting new pages

Standard Pro

You can insert any number of new pages into any PDF document.

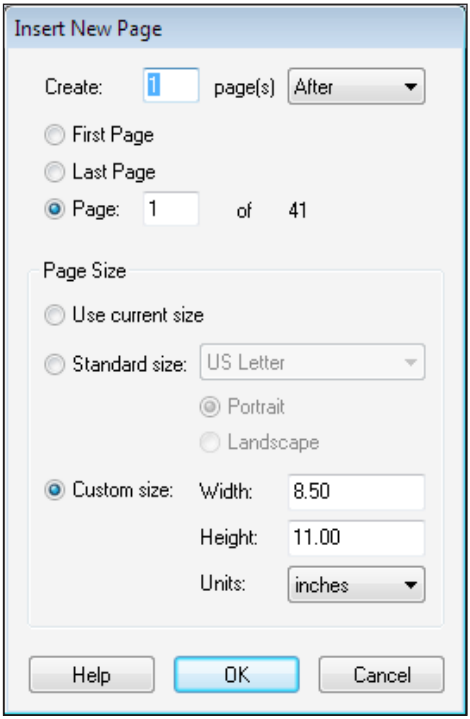
Open a PDF then choose **Document->Pages->Insert New...** from the main menu bar.

Choose how many new pages you want to add (the default is 1).

Choose whether you want to insert the new page before or after an existing page.

Choose Use Current Size to make the new pages the same size as the currently displayed page.

The remaining options are the same as those in the **New Document** dialogue box.



Inserting a new page **After** the **First Page**

Inserting a new page before **Last Page**

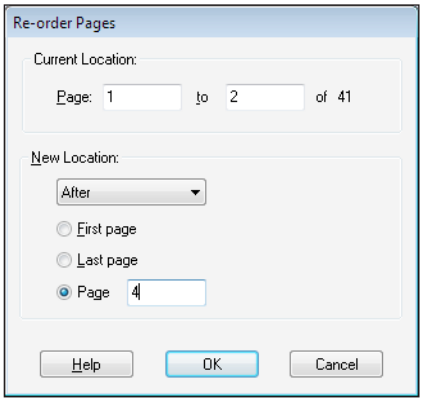
Notes

- The size of new pages is determined by the page being viewed when the instruction is given.

Reordering pages

Standard Pro

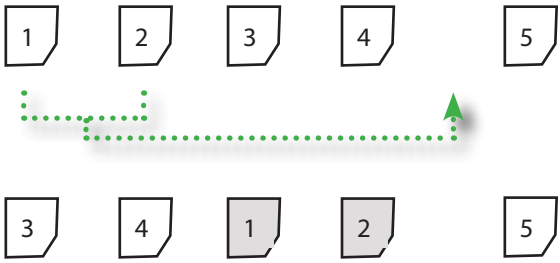
A page or group of pages may be moved from one part of a PDF to another. You may have to alter page numbers printed on the pages after relocating.



Open a PDF and choose:
Document->Pages->Re-order...

Choose the range of pages you wish to relocate.

Then choose where you want them to be moved to.

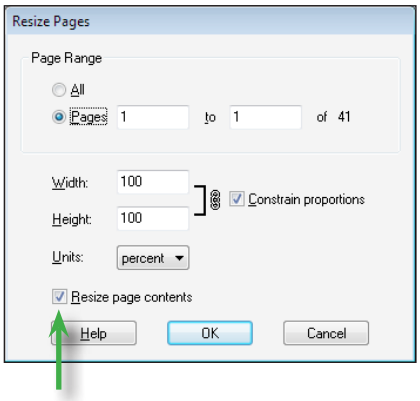


Relocating pages 1 and 2 to page 4.

Resizing pages

Standard Pro

A page or group of pages can be resized. This scales all objects on the page then adjusts the media box (paper-size).



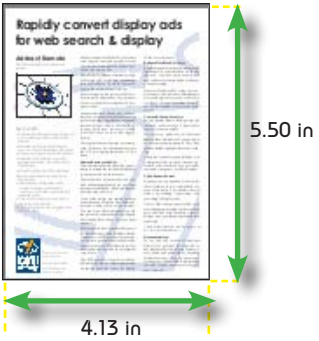
Uncheck this box to re-size the page only; objects on the page will not be altered. This is especially useful for re-sizing empty pages.

Open a PDF and choose:
Document->Pages->Resize...

Choose to scale X & Y axis independently or click **Constrain Proportions** to maintain the aspect ratio.

Choose the units for scaling - percent, inches, points or centimetres

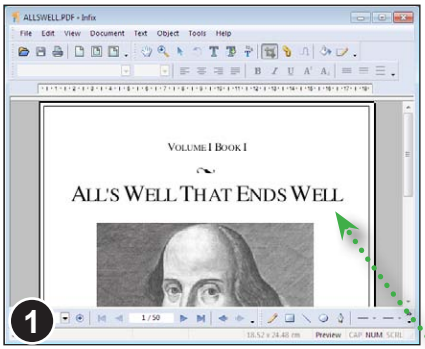
This illustrations shows a page being resized by 50% on both axes.



Inserting pages from other documents

Standard Pro

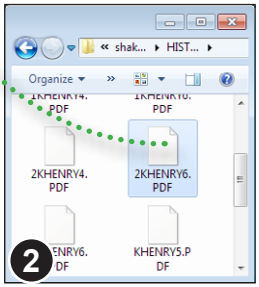
Pages from one document can be imported into the current PDF. There are two methods for doing this:

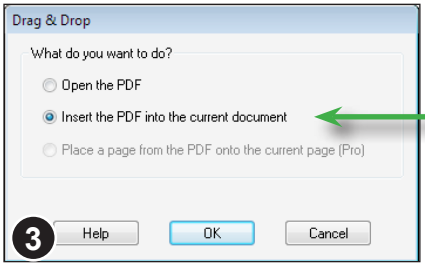


With your PDF already open, choose **Document->Insert From Document...** then choose the PDF you wish to insert using the file selection dialogue.

Or

Drag & drop a PDF file onto your open document.

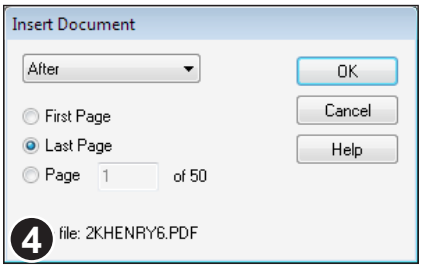




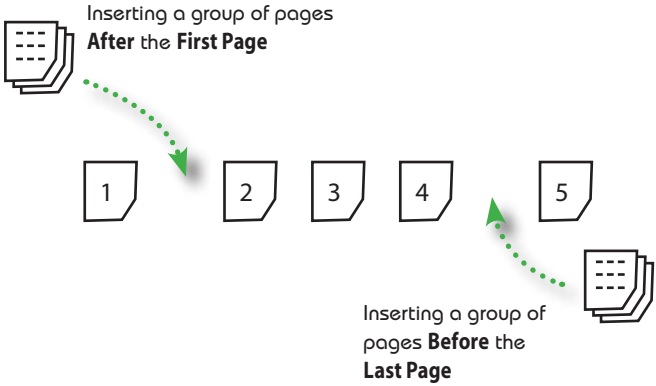
After dropping the file, choose: **Insert the PDF...**

Continued...

Continued from previous page



Finally, specify where you want the new document inserted.

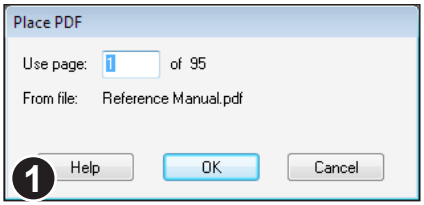


Placing a page from another document

Pro

You can place the contents of an entire page from another PDF into the current page of your PDF. There are two ways of doing this:

Method 1:

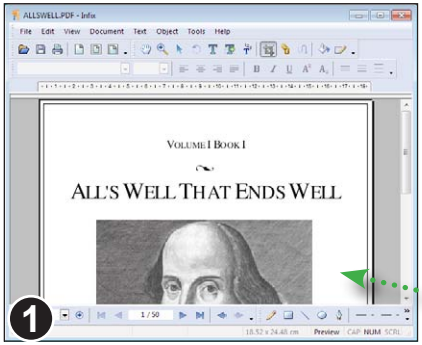


With your PDF already open, choose: **File->Place PDF...**

Then choose the PDF you want to place.

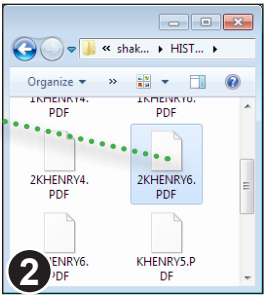
If the PDF you are placing has multiple pages, choose the page you wish to place (if it has only one page, you will not be prompted to choose)

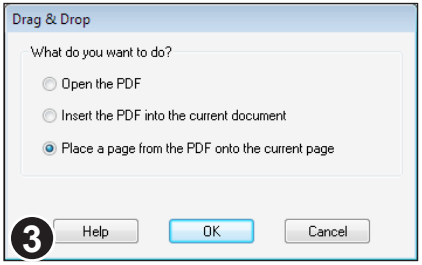
Method 2: Drag & drop



You can drag & drop a PDF file onto your open document to place a page.

You will then have the choice of opening or inserting the new PDF.



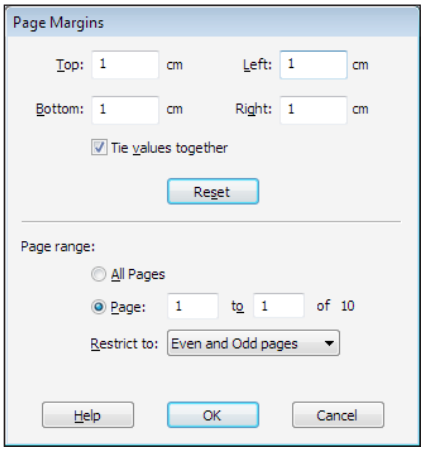


Choose the **Place a page...** option then press OK.

Page margins

Pro

Infix Pro can add margins to a range of pages to make editing easier. These margins act as fixed guides. See “Layout guides” on page 56 for an explanation of how guides work.



Choose **Document->Pages->Margins...**

Enter your required margins in the boxes. Checking **Tie values together** ensures that all boxes have the same value. This works when you move from one box to the next by pressing tab or clicking the mouse.

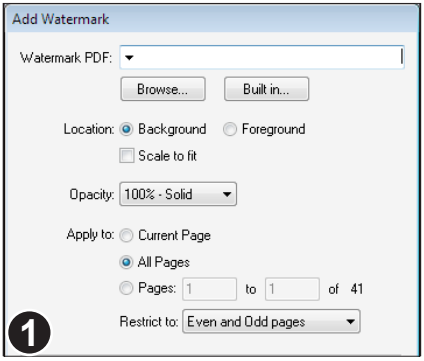
Notes

- To change the units used (cm in this case), close the dialogue and choose **File->Preferences...** and click on the **Editing** tab.
- After adding margins, they will become visible on all pages. Choose **View->Guides->Hide Guides** to hide them.
- Margins, like other guides, are retained in the PDF for Infix to use next time you edit the document. They will have no effect on and will not be visible in any other PDF viewer.

Watermarking pages

Pro

You can apply a fixed watermark to the foreground or background of the pages in a document. The watermark itself is defined in another PDF and can contain anything you like such as a logo or text.



With the document to be watermarked already open, choose:
Document->Watermark->Add...

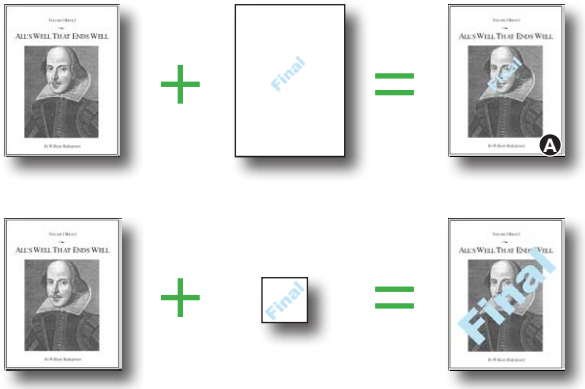
Into **From PDF:** enter the filename of the PDF you wish to use as the watermark or press the **Browse...** button.

Press **Built in...** to show the selection of predefined watermark PDFs that ships with the software.

If the chosen PDF has multiple pages, Infix will use only the first as the watermark.

Choose whether you want the watermark to appear in front of or behind the existing page contents on each page.

You can also choose to resize the watermark so that it fits the pages it is being applied to. When resizing, Infix scales the watermark so that it's crop box matches the destination page.

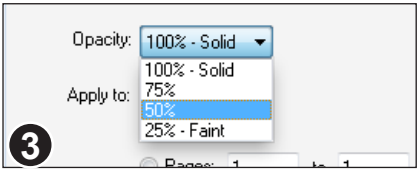


When scaling is enabled, the crop box of the watermark is scaled to match the destination page.

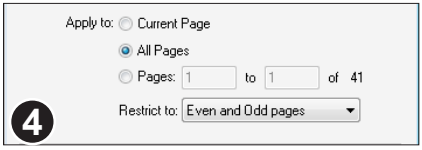
If scaling were not used in these two examples, they would both give the same result - picture A.

Continued...

Continued from previous page

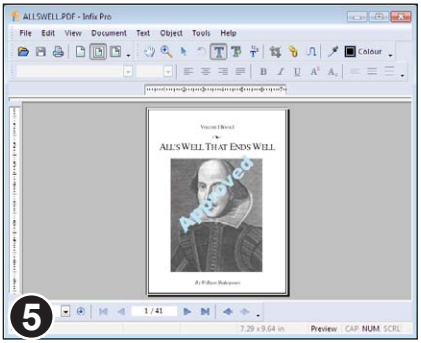


The watermark can be shown with various degrees of transparency from completely solid to very faint.



Finally choose the page range over which you wish to apply the watermark then press Apply.

You can have different watermarks for different parts of your document.



The finished page with a foreground, solid, "Approved" watermark.

Notes

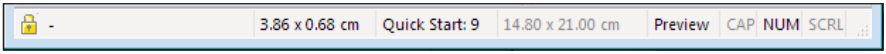
- Watermarks behave like locked objects. If unlocked, a watermark can be edited as a normal object.
- A page may contain only one watermark at a time. When adding a new watermark to a page Infix first removes any existing watermark.

Page labels

Pro

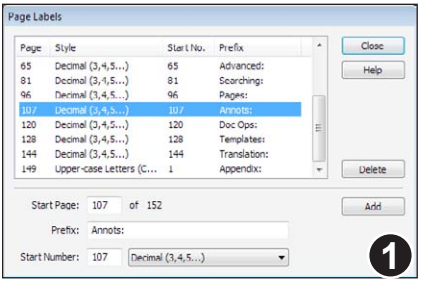
A page label is an optional number or phrase displayed along with each page in Infix or other PDF viewers. It is independent of, though often related to, the physical page number printed on each page.

Infix displays page labels in the status bar.

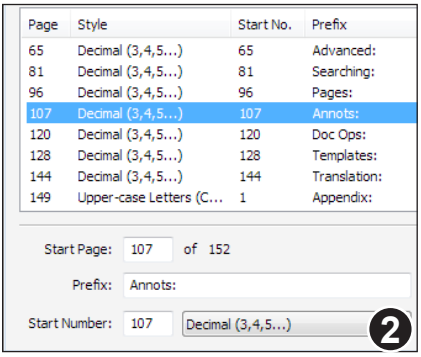


Infix status bar showing page label **Quick Start: 9**

Editing page labels



Choose **Document->Pages->Labels...** or double-click the page label in the status bar to open the **Page Labels** dialogue box.


Page Style Start No. Prefix
65 Decimal (3,4,5...) 65 Advanced:
81 Decimal (3,4,5...) 81 Searching:
96 Decimal (3,4,5...) 96 Pages:
107 Decimal (3,4,5...) 107 Annots:
120 Decimal (3,4,5...) 120 Doc Ops:
128 Decimal (3,4,5...) 128 Templates:
144 Decimal (3,4,5...) 144 Translation:
149 Upper-case Letters (C... 1 Appendix:
Start Page: 107 of 152
Prefix: Annots:
Start Number: 107 Decimal (3,4,5...)
2

Clicking on an existing label will copy its details into the edit boxes beneath the table.

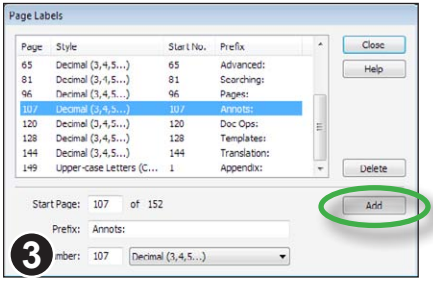
Details of selected label shown here

Each label has a **Start Page**, an optional **Prefix** (such as "Appendix:") and a **Start Number**. Labels remain in effect until the start page for another label is reached.

Numbering of labelled pages can be done in a number of ways as shown in the pop-up list next to the **Start Number** edit box.

Continued...

Continued from previous page



Once a label has been modified be sure to press **Add** to store the changes back into the PDF.

If the **Start Number** clashes with an existing label, the new details will overwrite the existing label. Otherwise a new label with that **Start Number** will be added to the list.

Creating new page labels

To create a new label, fill-in the details in the lower portion of the dialogue box ensuring that the **Start Page** number isn't already used in the table above.
Press **Add** to store the new label's details in the PDF.

Document Operations

- ☞ Document font catalogue
- ☞ Document properties
- ☞ Document security
- ☞ Flight check
- ☞ Security settings
- ☞ Tracking changes

Document properties

Form Filler Standard Pro

A summary of the settings, dates, author and other information about the current PDF can be viewed by choosing **Document->Properties...**

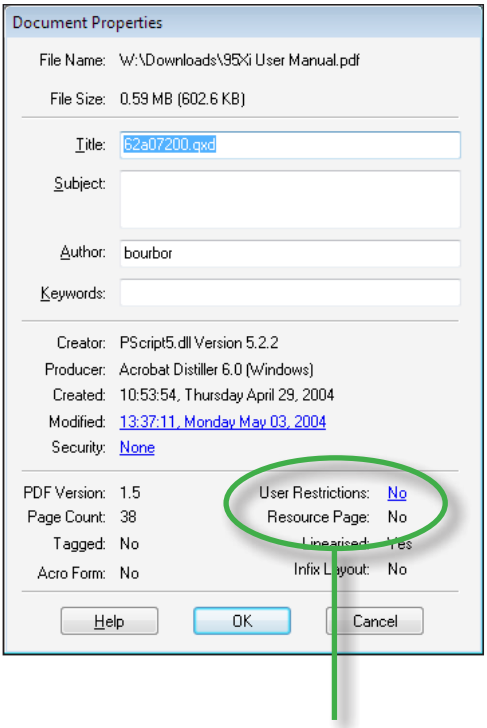
Full path name of the PDF and its size on disc.

Document meta data.

This data is stored in a non-human readable form inside the PDF and also as plain text within an XML tag named <Properties> nested in another named <IceniSetup>.

Click on the **Modified:** date to open the PDF's Change Log.

Click on the **Security:** hyperlink to open the Document Security dialogue box.



Click on the **User Restrictions:** hyperlink to view/modify the settings controlling how users may edit this PDF.

Resource Page: indicates if the PDF has an embedded Iceni resource page. This can be useful for distributing PDF templates.

Security settings

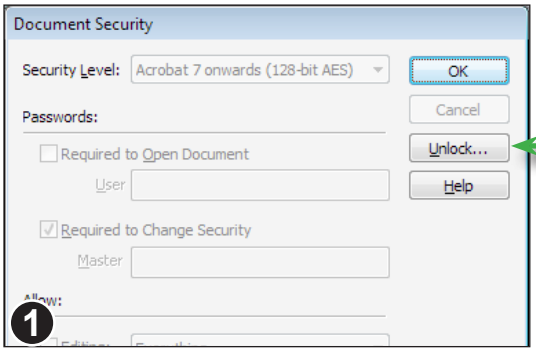
Form Filler Standard Pro

Using PDF security settings you can limit what other people can do with your PDF. For example, you can stop other people editing or printing your PDF.

View current settings

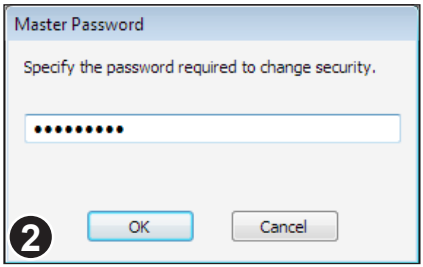
To check the security settings for a PDF, choose **Document->Security...** from the main menu.

If the document has been secured, the security dialogue box will display with most controls inactive. However the controls still show the current security settings such as whether or not editing is allowed.



If enabled, click **Unlock...** to change security settings.

Inactive controls show the current security settings for the PDF.



If the PDF has an existing **Master** password, you will have to enter it now.

If you do not know the password, you will not be able to alter any of the security settings.

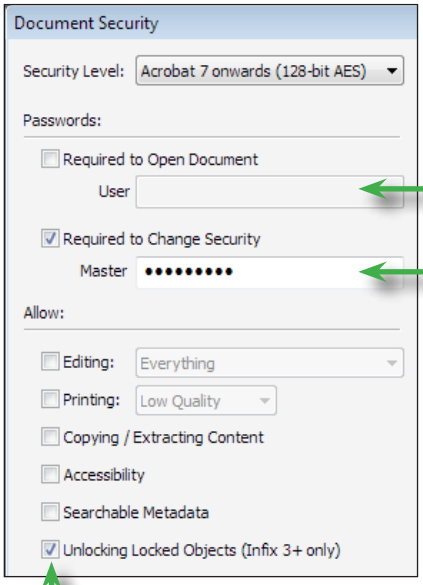
Document security

Form Filler Standard Pro

Using Infix you can add or modify security settings on PDFs. Infix supports the following password-based security levels:

- None
- Acrobat 3 onwards (48 bit)
- Acrobat 5 onwards (128-bit)
- Acrobat 6 onwards (128-bit)
- Acrobat 7 onwards (128-bit AES)

Acrobat 7 AES security is harder to defeat and offers finer control over the operations allowed on your PDF. Older style (Acrobat 5 onwards) security is more compatible.



User Password:
If set, a password must be entered before the PDF can be viewed or printed.

Master Password:
If set, a password must be supplied before changes can be made to security settings.

The things other people are allowed to do with this PDF.

For example, if you want people to be able to add sticky notes without being able to change the content of the PDF, choose **Editing: Comments & Form-filling**

If unchecked, users will have to supply the **Master** password to be able to unlock locked objects. This can be useful when distributing templates.

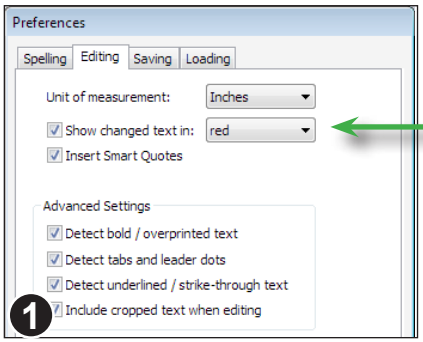
Notes

- If you forget the **User** password, you will not be able to open the PDF.
- If you forget the **Master** password, you will not be able to alter the security settings in future.

Tracking changes

Form Filler Standard Pro

Infix can highlight text that has been modified during previous editing sessions. It also records the date, author and page number of all changes made to PDFs (see step 3 below).

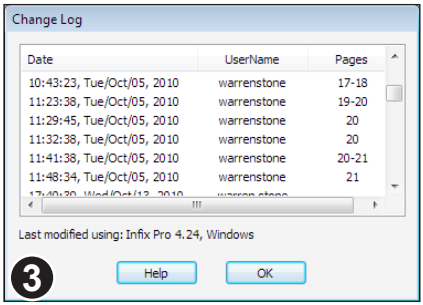


Choose **File->Preferences...**

Ensure **Show changed text in:** is enabled.

You can also choose the colour used for highlighting.

Text that has been modified in this or previous sessions will be highlighted using the colour chosen in the preferences dialogue box.

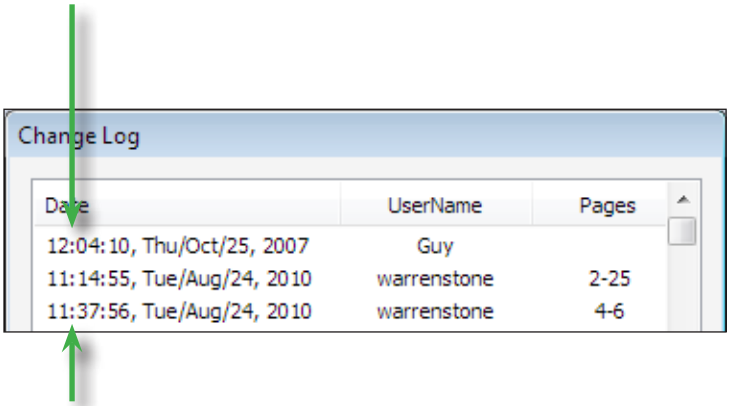


To see a complete history of all pages modified using Infix (version 2 or later) choose **Document->Change Log.**

Continued...

Continued from previous page

User **Guy** modified the PDF on Thursday, 25th October, 2007. No particular page was edited (Perhaps security settings were modified.)



User **warrenstone** modified pages 2 to 25 around 11.14am on Tuesday 24th August 2010.

Notes

- Infix cannot highlight text that has been deleted. It will however, record that a modification has been made to the page that used to contain the text.
- Only changes made with Infix version 2 (or later) are recorded.

Document font catalogue

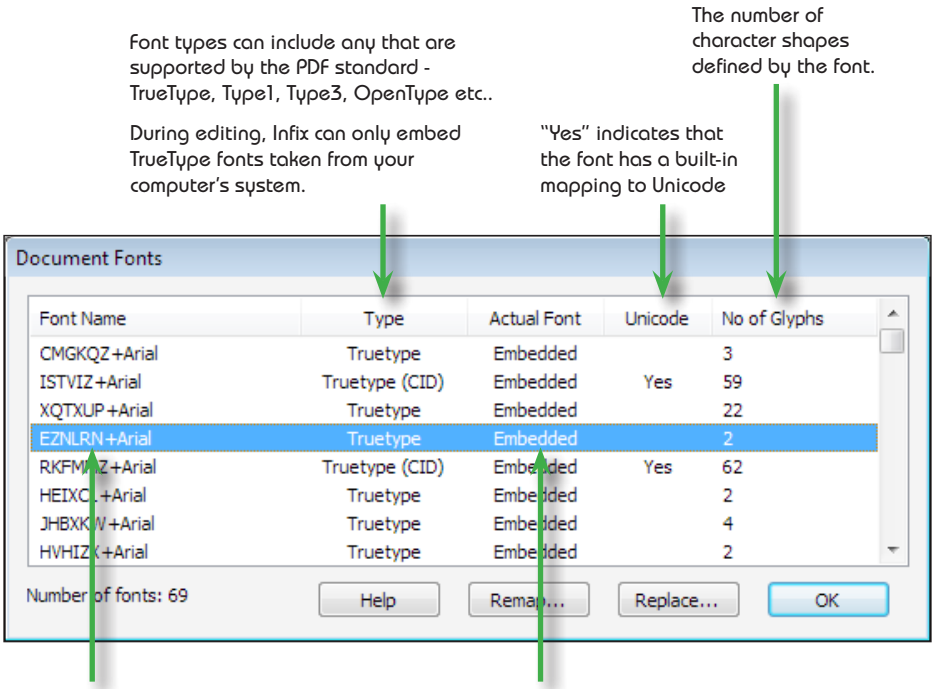
Standard Pro

Infix can list all of the fonts used in a PDF plus additional information about the nature of each font.

Choose **Document->Fonts...** to view the font catalogue.

Select a font then click **Replace...** to replace all occurrences of the font in the PDF with another. See "Find & Replace fonts" on page 108.

Or press **Remap...** to change the characters mappings of the font. See "Remapping fonts" on page 98.


Font types can include any that are supported by the PDF standard - TrueType, Type1, Type3, OpenType etc..
During editing, Infix can only embed TrueType fonts taken from your computer's system.
"Yes" indicates that the font has a built-in mapping to Unicode
The number of character shapes defined by the font.
Document Fonts
Font Name
Type
Actual Font
Unicode
No of Glyphs
CMGKQZ+Arial Truetype Embedded 3
ISTVIZ+Arial Truetype (CID) Embedded Yes 59
XQTXUP+Arial Truetype Embedded 22
EZNLRN+Arial Truetype Embedded 2
RKFM+Arial Truetype (CID) Embedded Yes 62
HEIXC+Arial Truetype Embedded 2
JHBXK+Arial Truetype Embedded 4
HVHIZ+Arial Truetype Embedded 2
Number of fonts: 69
Help
Remap...
Replace...
OK
Fonts introduced during the current editing session will not appear until the PDF is saved.
Names prefixed with "XXXXXX+" represent subset fonts (embedded with only a subset of their full character set).
If the font is embedded in the PDF it will be used and labelled **embedded**.
If the font is not embedded in the PDF the font substitute chosen by Infix will be shown. This may be from Infix's built-in fonts or from your computer's system fonts.

Notes

- When editing text, choose **Text->Character Palette...** to view all of the glyphs contained in a font.

Flight check

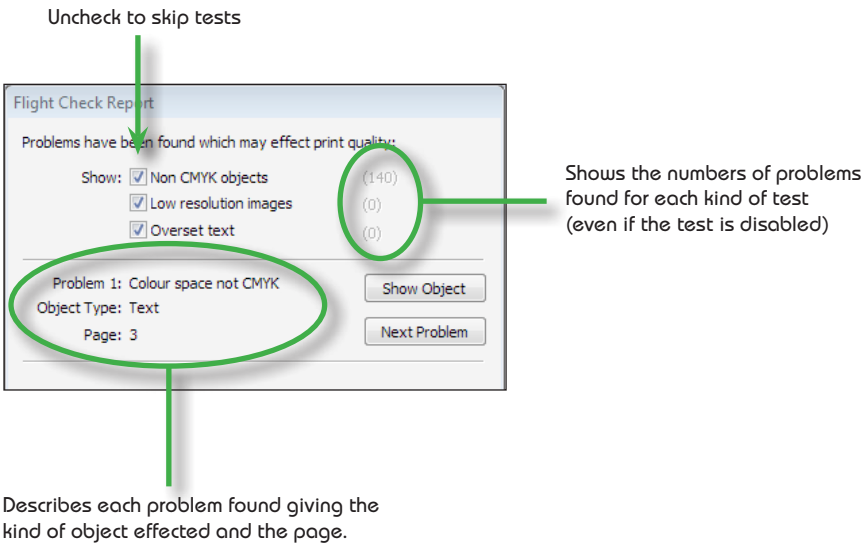
Standard Pro

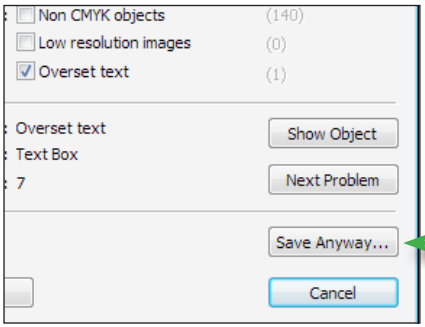
Infix includes a basic flight-checking function. A check for overset text (see "Overset text" on page 64) is always made prior to saving a PDF.

Two additional checks are available for users of Infix Pro or for those editing a PDF with user restrictions (see "User restrictions" on page 208), these are

- a check for images of less than 300dpi resolution
- a check for non CMYK colour spaces

Choose **File->Flightcheck...** (*Infix Pro only*) to open the **Flight Check Report** dialogue box.


Uncheck to skip tests
Flight Check Report
Problems have been found which may effect print quality:
Show:
Non CMYK objects
Low resolution images
Overset text
(140)
(0)
(0)
Problem 1: Colour space not CMYK
Object Type: Text
Page: 3
Show Object
Next Problem
Shows the numbers of problems found for each kind of test (even if the test is disabled)
Describes each problem found giving the kind of object effected and the page.



When saving a PDF, the flight check dialogue always checks for overset text (*Infix Standard and Pro*).

Press **Save Anyway...** to ignore any problems and save the PDF.

Commenting

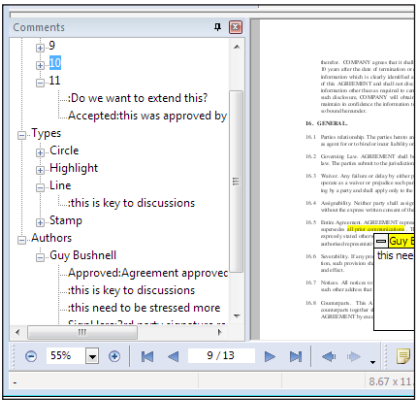
- ☞ Article threads
- ☞ Bookmarks
- ☞ Comments catalogue
- ☞ Graphical comments and notes
- ☞ Hyperlinks
- ☞ Stamps and signatures
- ☞ Sticky notes
- ☞ Text highlighting

Comments catalogue

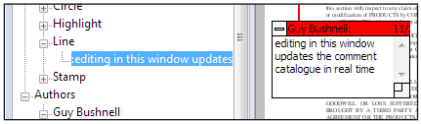
Standard Pro

Infix offers a summary of all comments found in a PDF. This catalogue is divided into three sections each containing the same information but sorted by:

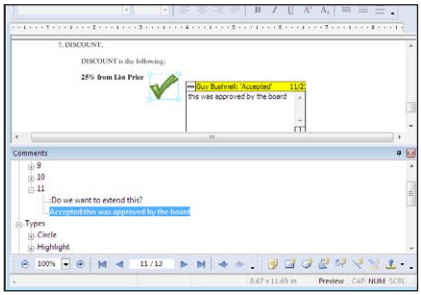
- **Page**
- **Comment type**
- **Author**.



- Choose **View->Comments** to show the comments catalogue.
- Click on a comment's entry in the catalogue to see the page on which it occurs.
- Click on a comment and press **Delete** to remove the comment from the catalogue and the document.



When you edit the contents of the pop-up note window, the comments catalogue updates at the same time.



Drag and dock the comments panel to any side of the main Infix window to make it easier to read.

Drag the panel away from the main window to convert it into a floating window.

Sticky notes

Standard Pro

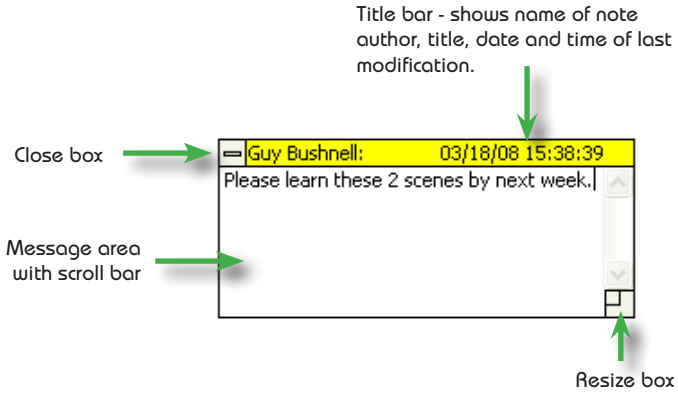
You can create new or edit existing "sticky note" annotations in PDFs. These are small pop-up windows designed to contain short messages such as approval or editorial comments.

Anatomy of a sticky note

Stick note icon.

This can be moved around independently of the sticky note window.

Double-click the icon to toggle the main note window open or closed.


Title bar - shows name of note author, title, date and time of last modification.
Close box
Guy Bushnell: 03/18/08 15:38:39
Please learn these 2 scenes by next week.
Message area with scroll bar
Resize box

Notes

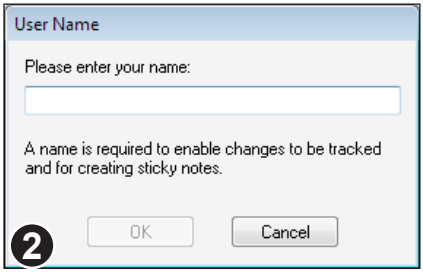
- If you can not see the sticky-note window after double-clicking on the sticky note icon, try scrolling the page or zooming out. It may be off the screen somewhere.
- There are a number of alternative icons available - see **Stick Note Properties** for details.
- To change the author's name assigned to new notes, choose **File->Preferences...** from the main menu.
- Sticky notes are not included when printing PDFs.

Creating sticky notes

The sticky note tool is available on the **Commenting** toolbar. To show the toolbar choose **View->Toolbars->Commenting**

Drag-out a box to denote the size of the new sticky note.

Alternatively, single-click the left mouse button to create a standard-sized sticky note window.


User Name
Please enter your name:
A name is required to enable changes to be tracked and for creating sticky notes.
OK
Cancel
2

If you have not already set up a user name using **File->Preferences...**, Infix will now ask you to supply one.

This user name will be recorded in each sticky note (or other comment) you make.

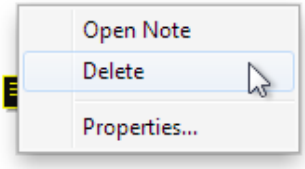
Deleting sticky notes

Sticky notes can be deleted in two ways:

a selected sticky note icon

1. Using the **Hand Tool** or **Sticky Note Tool**, click on the sticky note icon to select it.

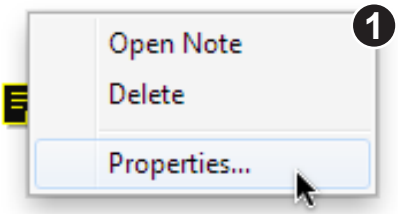
Then press **Backspace** or **Delete** on the keyboard.



2. Using the Hand Tool or Sticky Note Tool, right-click on the sticky note icon and choose **Delete**.

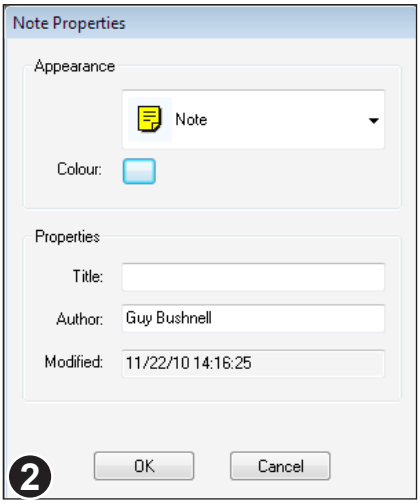
Sticky note properties

Various properties of sticky notes can be modified such as the icon and colour can be changed using the Sticky Note Properties dialogue box.



Select the **Hand tool** or **Sticky Note** tool from the toolbar.

Click the right mouse button over the sticky note icon and choose **Properties...**



Use the dialogue box to change icon, colour, title and author.

The modification time cannot be altered manually.

Sticky Note Icons

Comment

Key

Paragraph

Help

New Paragraph

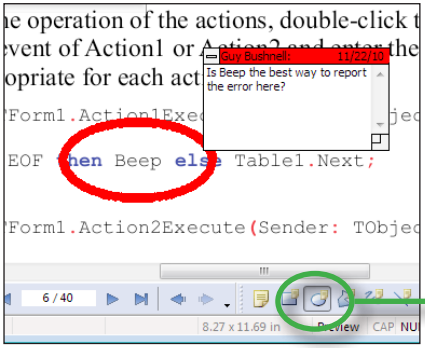
Insert

Note (default)

Graphical comments and notes

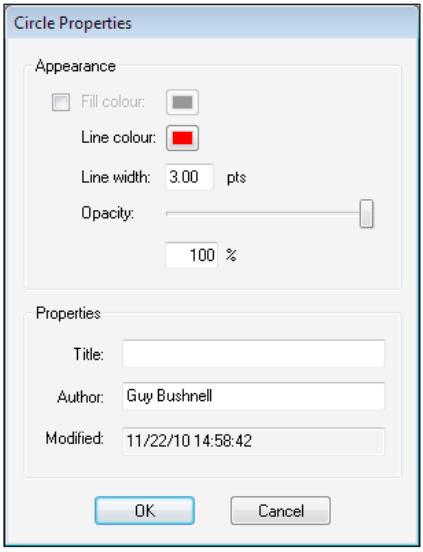
Standard Pro

As well as simple Sticky Notes, Infix offers a selection of graphical notations. These pair a simple shape with a pop-up note and can be used to draw attention to particular items on a page.



An example of a graphical comment made using the **Circle note** tool.

If the **Commenting** toolbar is not already visible, choose **View->Toolbars->Commenting**



The default colour for a graphical comment is red. This can be changed by right-clicking the mouse over the annotation shape (not the note window) and choosing **Properties...**

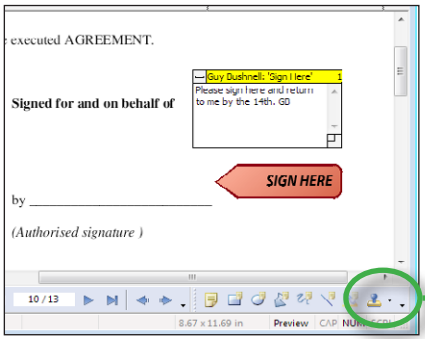
A graphical comment has an optional **Fill colour**, **Line colour** and a **Line width** (default 3 points).

You can also vary the **Opacity** of the comment to allow the contents of the page underneath to show through.

Stamps and signatures

Standard Pro

Infix offers a selection of predefined stamps - graphical labels - that can be placed, resized and coupled with a pop-up note window.



An example of a **Sign Here** stamp and its associated pop-up note window.

Adding a stamp to a page

1. The **Stamp tool** is available on the **Commenting** toolbar. To show the toolbar choose **View->Toolbars->Commenting**

2. Click and hold the **Stamp tool** icon to see the menu of available stamps.
3. Select one of the stamp types then click in your page to create a standard-size stamp.
4. Alternatively, drag-out a box to denote the size of the new stamp.
5. Double-click the stamp to open its associated note window.

Signature is a special case and is covered in the next section.

Continued...

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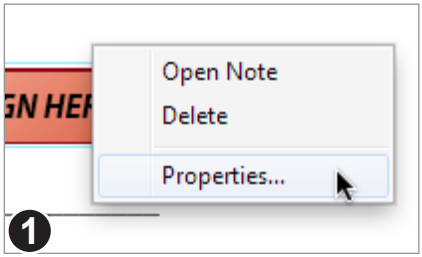
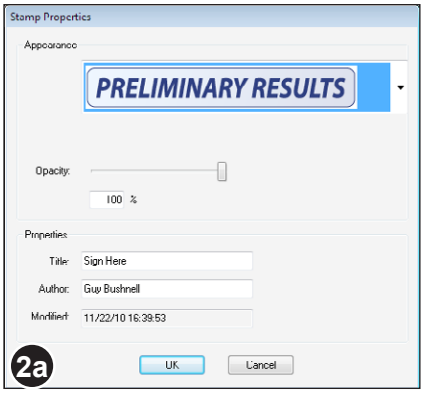
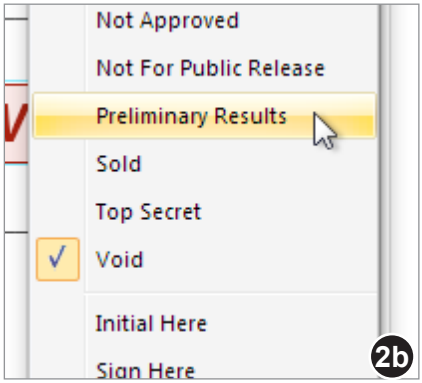
Stamp properties



Using the **Hand tool** or any one of the commenting tools, right-click over the stamp and choose **Properties...**



You can change the **Appearance** of the stamp as well as alter it's **Opacity** - handy if you want the pages contents underneath the stamp to show through.



You can also change the appearance of a stamp by selecting it with one of the commenting tools then holding down the stamp tool to reveal the stamp menu.

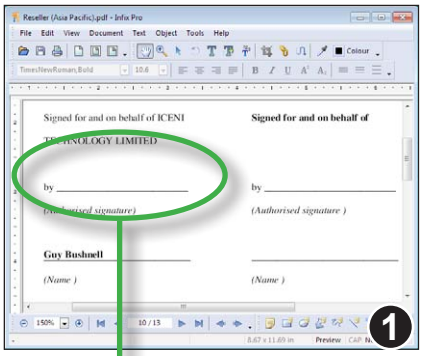
The current stamp style will be show with a check-mark next to it. Select a different style and the stamp will be changed.

Adding a signature to a page

Standard Pro

If you have scanned a copy of your signature, it can easily be stamped onto a document - avoiding the need to print the document and sign it.

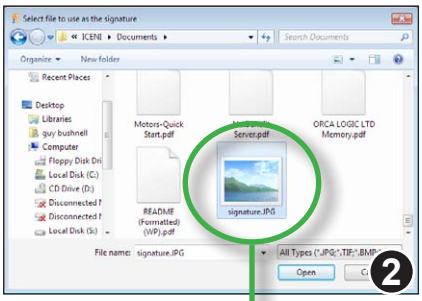
Infix remembers your signature and the size at which it should be used to make signing documents quick and easy in the future.



We want to add a signature here

To add your signature, choose: **Edit->Signature->Insert...**
or
press and hold the **Stamp tool** button on the **Commenting** toolbar and choose **Signature** from the bottom of the pop-up menu.

To show the **Commenting** toolbar choose **View->Toolbars->Commenting**.



The signature chosen in this example is a high-resolution, JPEG, grey scale scan

The first time you add a signature, Infix will ask you to choose an image file to use as your signature. This can be any JPEG, PNG, Tiff or BMP image.

Infix will make a copy of this file and use it in future.

To redefine your signature at a later date, choose **Edit->Signature->Define...**

Continued...

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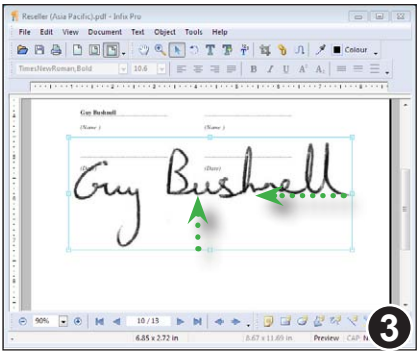
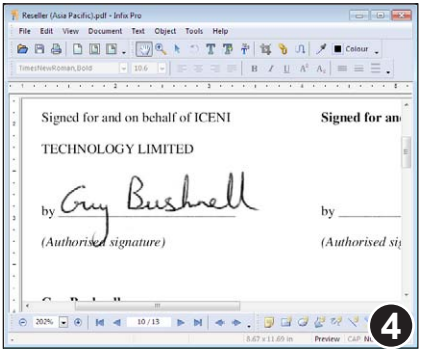


After initial placement, the signature image will need to be resized.

Whilst holding down the **SHIFT** key, drag one of the resize handles to scale the image, retaining its original aspect ratio.



The signature function places the image so that it's white background remains transparent.

The finished size of the signature image is recorded by Infix so that next time a signature is placed in this way, you should not need to resize it.

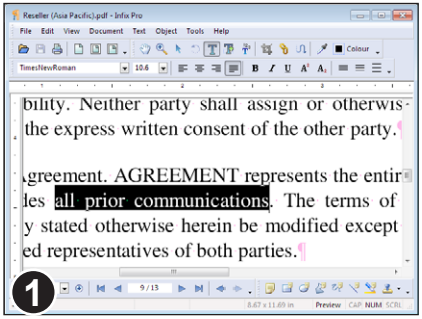
Notes

- Signatures placed in this way are not annotations in the same way as sticky notes etc. They do not have associated pop-up note windows, do not appear in the comments panel and are always included during printing.

Text highlighting

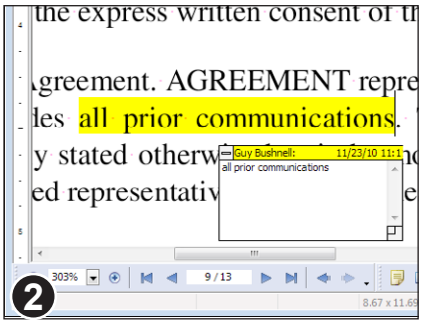
Standard Pro

Use the text highlight button to add a coloured, semi-transparent highlight around selected text. Like other annotations, the highlight has an associated pop-up note window.


bility. Neither party shall assign or otherwis
the express written consent of the other party.
greement. AGREEMENT represents the entir
les all prior communications. The terms of
y stated otherwise herein be modified except
ed representatives of both parties.
1

Using the **Text tool** select a span of text to be highlighted.

Make the **Commenting** toolbar visible by choosing **View->Toolbars->Commenting**



Press the **Text Highlight** button to highlight the selected text.

The text will be highlighted and the associated pop-up note window will appear, pre-filled with the content of the highlight.

Notes

- Text highlights are annotations that sit on-top of the PDF page like other annotations. They do not track the text they apply to so which means that if you edit the text on the page after highlighting, the text may move underneath the highlight.
- A similar result can be achieved using the underline facility - this will track edited text but does not have an associated pop-up note window.
See “Underline” on page 70

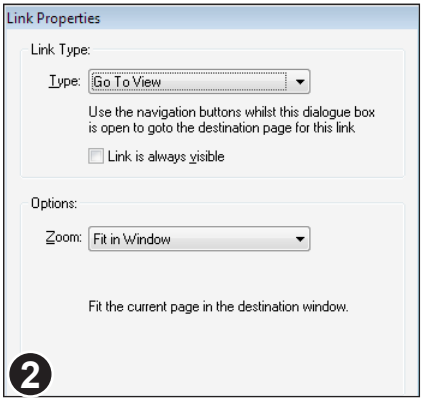
Hyperlinks

Standard Pro

Use hyperlink annotations to create interactive boxes which, when activated by the reader, will jump to another part of the same PDF, a different PDF or web address (using an external HTML browser).

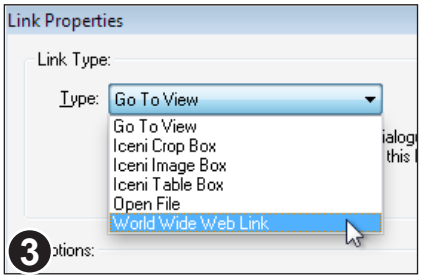
Click on the **Link tool** button in the main toolbar.

Drag-out a box to denote the shape of the hyperlink region.


Link Properties
Link Type:
Type: Go To View
Use the navigation buttons whilst this dialogue box is open to goto the destination page for this link
Link is always visible
Options:
Zoom: Fit in Window
Fit the current page in the destination window.
2

After drawing the hyperlink box, the **Link Properties** dialogue box is displayed.

The bottom half of the dialogue changes to suit the type of link chosen in the top half.



Choose the link type from the selection available. The "Iceni" link types are used during the conversion of PDF into other formats (*See "Exporting Content" on page 172*)

Changing the Action **Type:** option will cause the bottom section of the dialogue box to change.

Continued...

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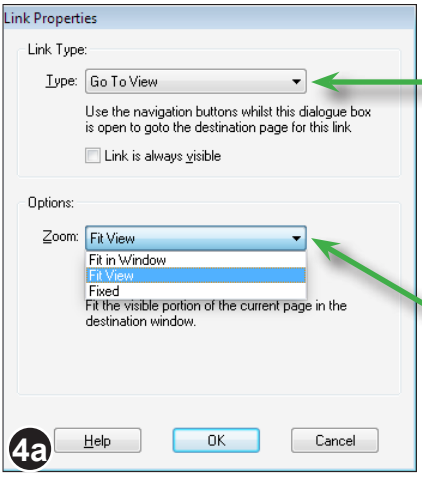
Type: Go To View



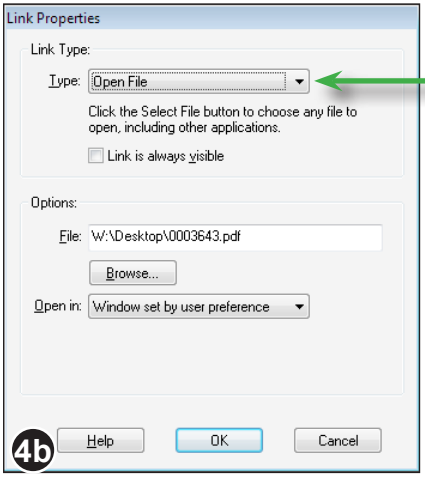
Choose **Go To View**

Whilst the dialogue is still open, return to the main PDF window and navigate to the page and position you want displayed when someone clicks on the new hyperlink.

Back in the dialogue choose the **Zoom:** for the destination view.

Press **OK** to create the hyperlink.

Type: Open File



Choose **Open File**

Press **Browse...** to choose the file to be opened when the hyperlink is activated.

Next, choose how you want the new file opened: in a new window, in the same window or leave the choice up to the user's preference (dictated by their own PDF viewer's preferences)

Continued...

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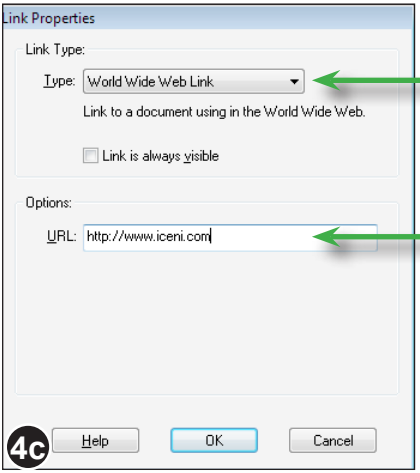
Type: World Wide Web Link



Choose **World Wide Web Link**

Specify the destination address.

Web addresses should begin with "http://"

Iceni Image Box & Iceni Table Box annotations

These Infix-specific annotation types can be used to export images and tabular information. There use in this way is detailed in "Exporting Content" on page 172.

They can also be used for automating the extraction of tagged data from laboratory reports as part of a LIM (Laboratory Information Management) system. Full details of how to do this can be found

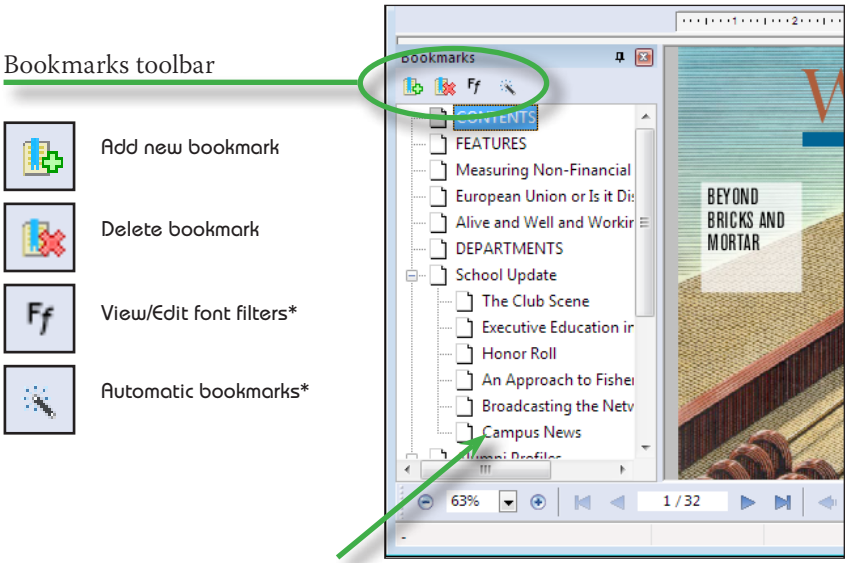
Bookmarks

Form Filler Standard Pro

Bookmarks allow readers to quickly navigate to specific places in a PDF and are especially helpful in long PDFs. Using Infix you can automatically add bookmarks to a PDF as well as modify and delete existing bookmarks.

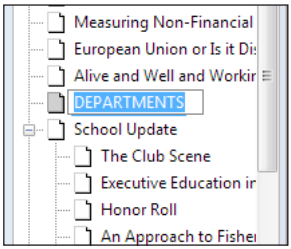
On screen display

To see a PDF's bookmarks choose **View->Bookmarks** or press the **F9** function key.



Click on a bookmark to view the associated page in the PDF.

Click again to begin editing the title of the bookmark.



Notes

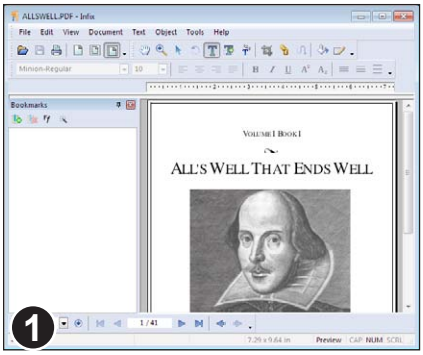
- Drag a bookmark on the *title* of another to nest the bookmark within the other.
- Drag a bookmark on the *icon* of another to move without nesting within the other.
- **Standard* and *Pro* modes only

Automatic bookmarks

Standard Pro

Infix can create bookmarks automatically. This is especially useful for long PDFs that have no bookmarks.

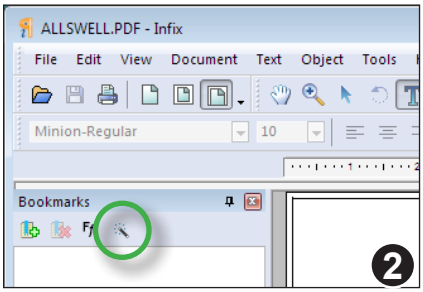
You can optionally limit the process so that only text written using specific fonts is eligible for inclusion in the resulting bookmark tree.



Choose **View->Bookmarks** to make the bookmark catalogue visible.

Navigate to the page from where you wish bookmark creation to begin.

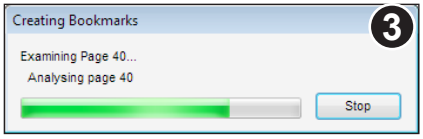
For example, if you wanted to omit the document's table of contents from the bookmarks, go to the first page after it before starting bookmark creation.



Press the magic wand icon on the bookmark panel's toolbar.

If the PDF already has bookmarks, Infix will prompt you to proceed. If you do, all existing bookmarks will be removed before the new ones are added.

Press **Yes** to begin bookmark creation.



Depending upon the length and complexity of your document, the process may take a little while to complete.

You can cancel the process at any time by pressing **Stop**. Though this may leave the document's bookmark catalogue in an incomplete state.

Continued...

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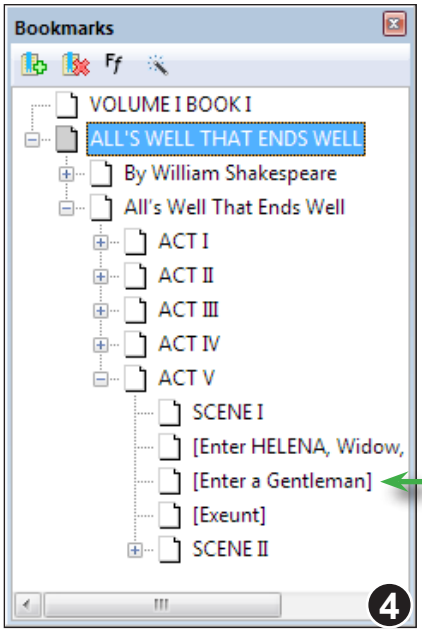


In this example bookmark creation has produced a fair result.

It can be improved now by deleting unwanted items.

The stage directions such as **[Enter a Gentleman]** are not wanted and too numerous to delete by hand.

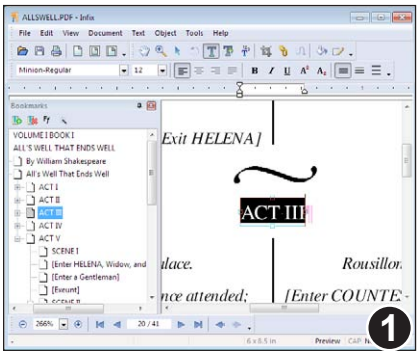
This can be avoided by instructing Infix to ignore the fonts in which they are written. See "Bookmark font filters" on page 161 for details.

Unwanted items. Use the **Font filter** mechanism to avoid adding these stage directions.

Bookmark font filters

Pro

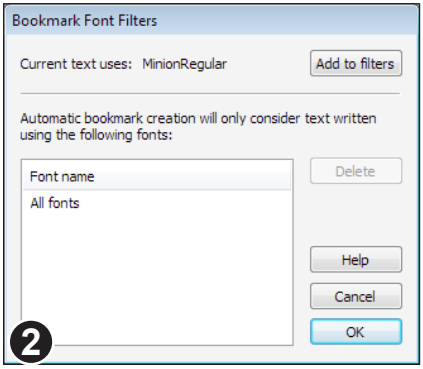
To avoid adding unwanted items to the bookmark tree during automatic bookmark creation, you can instruct Infix to consider only text written in specific fonts.



Using the **Text tool**, select some text of the kind you wish to include in the bookmark tree.

In this case **ACT III** is the kind of bookmark we want.

Press the **Font filters** button on the bookmark panel's toolbar.

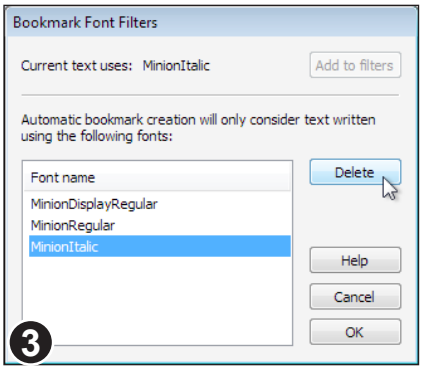


The **Bookmark Font Filters** dialogue shows a list of all the fonts that Infix will consider during automatic bookmark creation.

Initially the list contains only one entry: **All fonts**

Any font not mentioned in the list will be ignored during automatic bookmark creation.

Press **Add to filters** to add the selected text's font to the list.

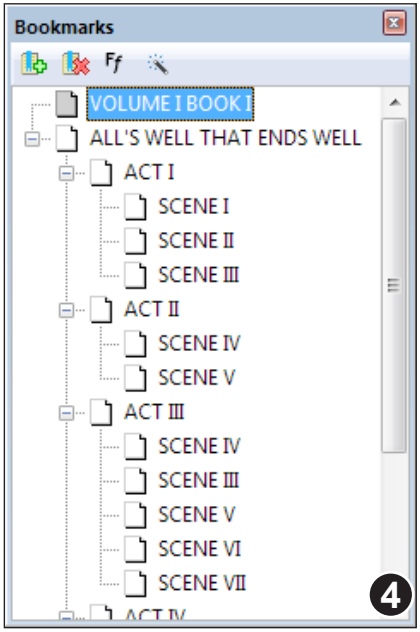


Continue selecting and adding fonts to the list of filters until you have all those you wish for your automatic bookmarks.

To delete a font from the list, select it and press **Delete**.

Continued...

Continued from previous page



This time the bookmarks have been created without any of the stage directions and look much more useful.

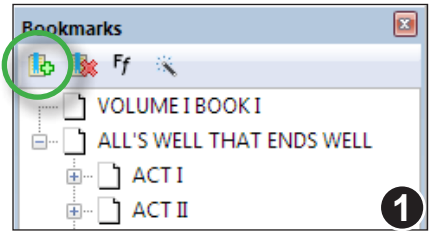
Notes

- The list of font filters is not stored by Infix and will need to be re-created if you close the document.

Creating bookmarks

Standard Pro

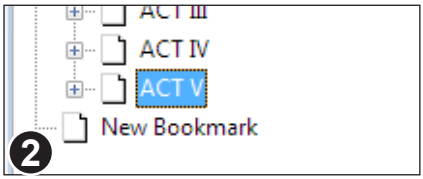
A bookmark records the page number, location and zoom setting used to view the page at the time the bookmark was created.



Choose **View->Bookmarks** to ensure that the bookmark catalogue is visible.

Navigate through your PDF to the page you want to bookmark, zooming and scrolling to the exact position you want to record.

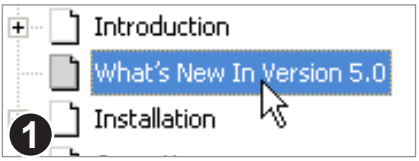
Press the **New bookmark** button on the bookmark panel's toolbar to create a new bookmark.



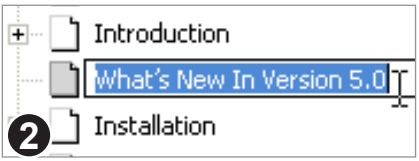
The new bookmark will be created and named "New Bookmark".

See "Renaming bookmarks" on page 164 for details of how to rename the new bookmark.

Renaming bookmarks

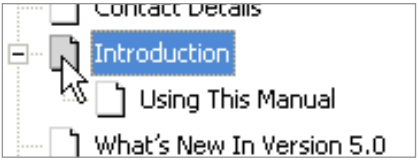


Click on an existing bookmark to select it.



After a short delay, click again to start renaming. The name of the bookmark will become selected, ready for editing.

Deleting bookmarks



Click to select the bookmark item to be deleted.

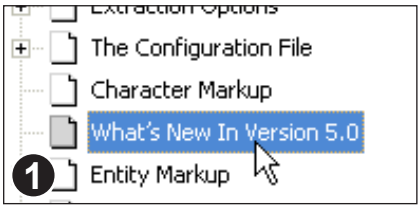
Press the **Delete** or **Backspace** key to delete.

Note

- If you delete a bookmark item that has sub-items (as shown above), the sub-items will also be deleted.

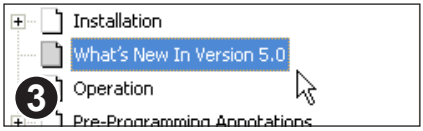
Moving bookmarks

You can move bookmarks to different parts of the bookmark tree.



Click to select the bookmark to be moved.

Drag the bookmark and drop it onto the ***icon*** of the bookmark you want it to appear after.

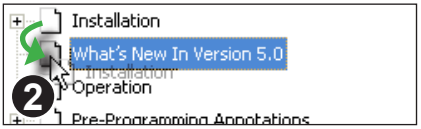


The bookmark will appear after the bookmark you dropped it onto and at the same nesting level.

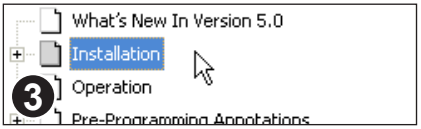
Moving to the top

Move the bookmark you intend to be top so that it is second in the list (as shown above).

Then select the first item in the list.



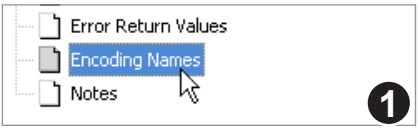
Drag the first item and drop it onto the ***icon*** of the second item (the one you want to be top).



The two bookmarks will switch places.

Nesting bookmarks

Standard Pro

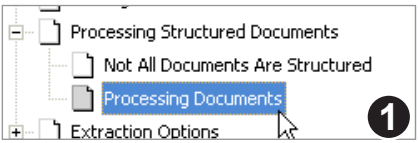


Click on the bookmark you wish to nest.

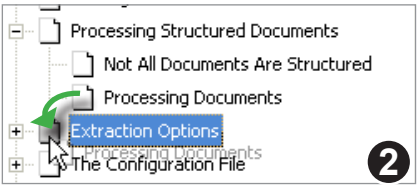
Drag the bookmark onto the ***title*** of the bookmark in which it will be nested.

The bookmark is nested within the one on which it was dropped.

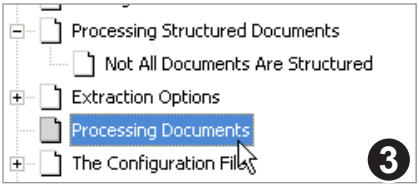
De-nesting Bookmarks



Click on a nested bookmark you wish to move to a lower nesting level.



Drag the bookmark and drop it on the ***icon*** of any bookmark with the nesting level you want.



The bookmark's nesting will be changed so it matches the one on which it was dropped.

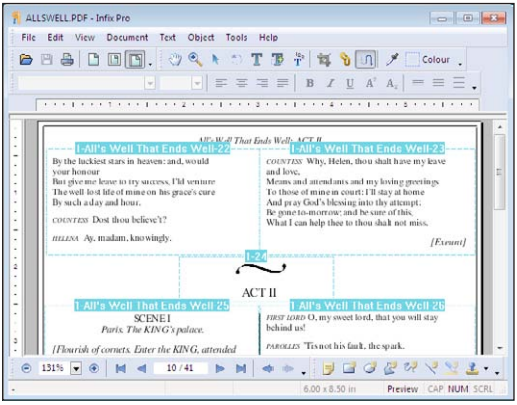
Article threads

Pro

Articles are invisible, linked boxes used to aid the reader in following the flow of a story through a PDF.

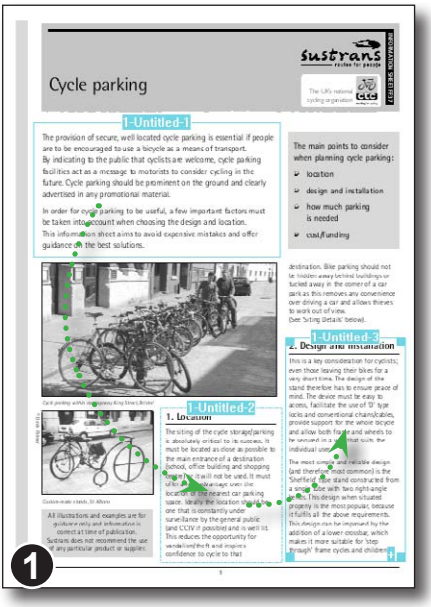
When a viewing application such as Adobe Reader detects an article thread, it is able to present the text boxes in turn for easier reading of the complete article.

Some applications can use articles to reflow the PDF or convert and export stories into other formats such as HTML (*see "Exporting article threads" on page 181*).


ALLSWELL.PDF - Infix Pro
File Edit View Document Text Object Tools Help
1-All's Well That Ends Well-22
1-All's Well That Ends Well-23
By the luckiest stars in heaven: and, would your honour
But give me leave to try success, I'd venture
The well lost life of mine on his grace's cure
By such a day and hour.
COUNTESS Dost thou believe't?
HELENA Ay, madam, knowingly.
COUNTESS Why, Helen, thou shalt have my leave and love,
Means and attendants and my loving greetings
To those of mine in court: I'll stay at home
And pray God's blessing into thy attempt:
Be gone to-morrow: and be sure of this,
What I can help thee to thou shalt not miss.
[Exeunt]
1-24
ACT II
1-All's Well That Ends Well-25
SCENE I
Paris. The KING's palace.
[Flourish of cornets. Enter the KING, attended
1-All's Well That Ends Well-26
FIRST LORD O, my sweet lord, that you will stay behind us!
PAROLLES 'Tis not his fault, the spark.
131%
10 / 41
6.00 x 8.50 in
Preview
CAP NUM SCRL

There is no limit on the number of article threads a document can have.

Adding article threads


Sustrans
Cycle parking
1-Untitled-1
The provision of secure, well located cycle parking is essential if people are to be encouraged to use a bicycle as a means of transport.
The main points to consider when planning cycle parking:
location
design and installation
how much parking is needed
cost/funding
1-Untitled-3
2. Design and installation
1-Untitled-2
1. Location
1

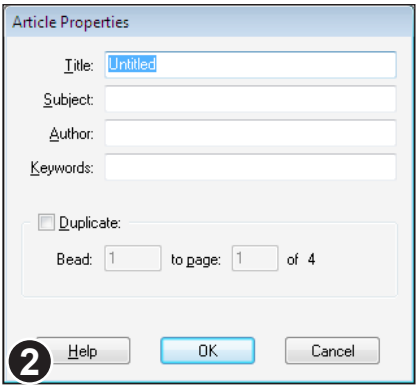
Open the page containing the start of the story you wish to annotate and select the **Article tool** from the toolbar.

Carefully drag out a box around the first column of text in the article. Continue dragging out boxes around subsequent columns, changing pages as needed to follow the story's flow.

An article box can be moved, resized or deleted after drawing as long as the **Article tool** remains selected.

Continued...

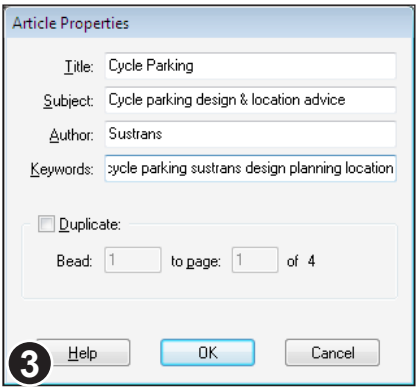
Continued from previous page



When the last box has been drawn, press the **Escape** key to finish the article.

Now select one of the new article boxes and choose **Edit->Article Thread->Properties...** to display the **Article Properties** dialogue box.

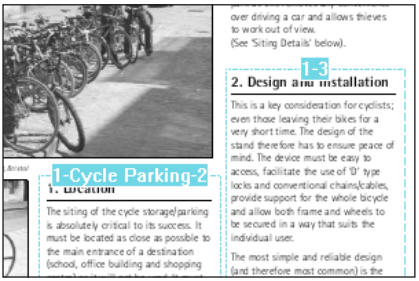
You can also display this dialogue by double-clicking on an article box.



The information you supply here is used by some PDF viewers to present an article catalogue to users so they may choose an article to read.

Infix makes use of **Title** during export of Article threads into other formats such as HTML (*see "Exporting article threads" on page 181*)

For details of the **Duplicate** facility, see "Duplicating article boxes" on page 170.

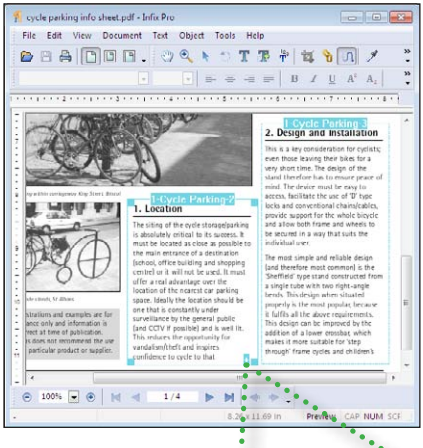


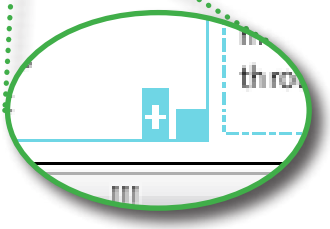
If there is enough room, Infix displays the article's title in each box plus then sequence number of the article.

If there isn't enough room for both, just the sequence number is shown.

Extending existing articles

You can add or insert a new article box in an existing thread.


cycle parking info sheet.pdf - Infix Pro
File Edit View Document Text Object Tools Help
1-Cycle Parking-2
1. Location
1-Cycle Parking-3
2. Design and installation

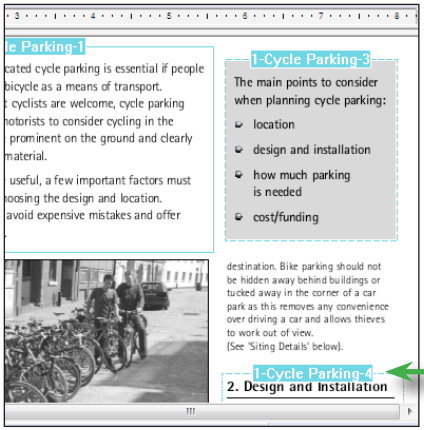


Open the page containing the article box you want to link to and select the **Article tool** from the toolbar.

In this example we are going insert a new link between link 2 and 3 of the "Cycle Parking" article thread.

Click on box 2 to selected it then click again on the plus icon in the bottom right hand corner of the box.

To link a new article box to an existing box, first click on the plus icon in the existing box.


le Parking-1
cated cycle parking is essential if people
bicycle as a means of transport.
cyclists are welcome, cycle parking
notorists to consider cycling in the
prominent on the ground and clearly
material.
useful, a few important factors must
hoosing the design and location.
avoid expensive mistakes and offer
1-Cycle Parking-3
The main points to consider when planning cycle parking:
location
design and installation
how much parking is needed
cost/funding
destination. Bike parking should not be hidden away behind buildings or tucked away in the corner of a car park as this removes any convenience over driving a car and allows thieves to work out of view. (See 'Siting Details' below).
1-Cycle Parking-4
2. Design and installation

Drag out a new article box.

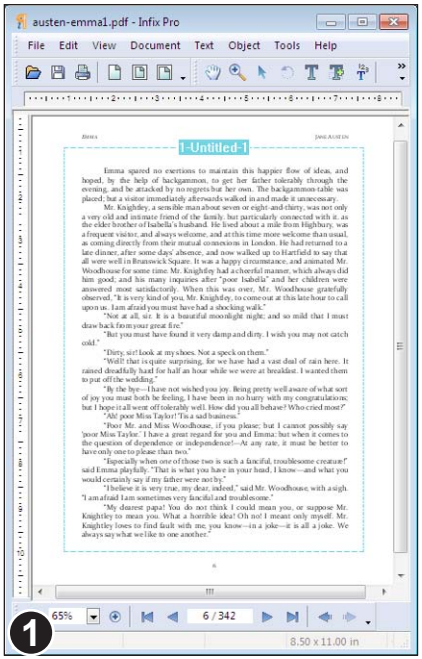
When you finish dragging, the new box will be numbered 3 and the box that was formally numbered 3 will now be numbered 4.

The new box has been inserted between 2 and 3.

Boxes after the new one have been renumbered.

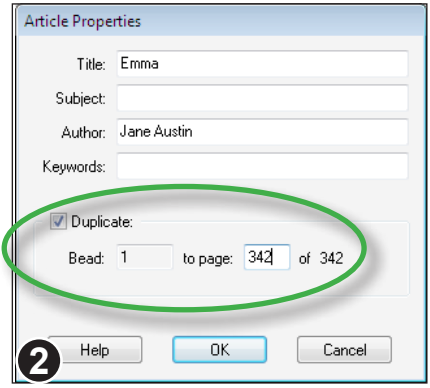
Duplicating article boxes

Infix can duplicate an article box across a range of pages. This is useful when you need to form a long article spanning multiple, similar pages such as a book or report.



Using the **Article tool**, drag-out a new article box to fit the size of the content on this page *and all following pages* in the range you intend to cover.

If you want this new box to be linked to an existing thread, first click on the link icon in the bottom right hand corner of the preceding article box before drawing this new one.



Choose **Edit->Article Thread->Properties...** to display the **Article Properties** dialogue box.

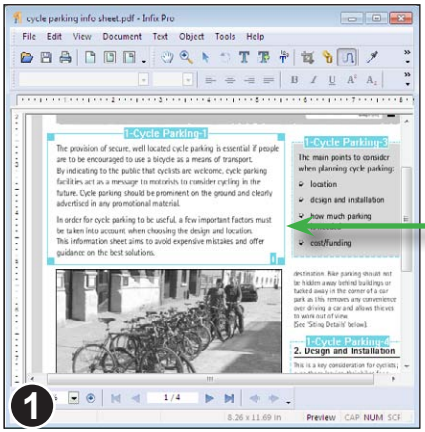
You can also display this dialogue by double-clicking on an article box.

Click on **Duplicate** and enter the end page for the new article boxes to be created.

On pressing **OK** Infix will clone this article box on every page from the current page up to and including the end page specified, linking all the cloned boxes together.

Deleting articles

You can delete an article box, a range of boxes or an entire article thread. This does not affect the content of the PDF (the text in the stories themselves is unaffected).


cycle parking info sheet.pdf - Infix Pro
File Edit View Document Text Object Tools Help
1-Cycle Parking-1
The provision of secure, well located cycle parking is essential if people are to be encouraged to use a bicycle as a means of transport.
By indicating to the public that cyclists are welcome, cycle parking facilities act as a message to motorists to consider cycling in the future. Cycle parking should be prominent on the ground and clearly advertised in any promotional material.
In order for cycle parking to be useful, a few important factors must be taken into account when choosing the design and location. This information sheet aims to avoid expensive mistakes and offer guidance on the best solutions.
1-Cycle Parking-2
The main points to consider when planning cycle parking:
location
design and installation
how much parking
cost/funding
1-Cycle Parking-3
2. Design and Installation
1
1 / 4
8.26 x 11.69 in
Preview CAP NUM SCF

Using the **Article tool** select the article box to be deleted.

Choose **Edit->Article Thread->Delete...** or press the **Delete** key.

We have selected the first article box (bead) in this article thread.

The delete dialogue box gives you the option of deleting the entire article thread, the currently selected article bead (in this case bead 1), all beads in a range of IDs or all beads across a range of pages.

For example, to delete beads 2 and 3 only, you could choose **Beads with IDs** then enter 2 to 3 in the edit boxes and press OK.

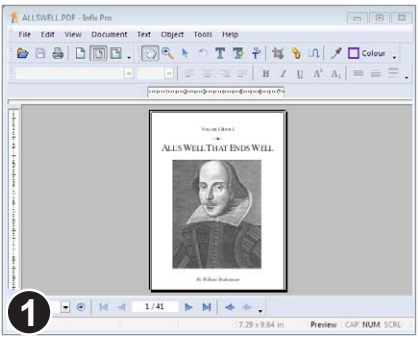
Exporting Content

- ☞ Cropping for export
- ☞ Exporting article threads
- ☞ Exporting images & illustrations
- ☞ Exporting pages
- ☞ Exporting tabular information
- ☞ Exporting to LIMS
- ☞ General export settings
- ☞ HTML export settings
- ☞ Image export settings
- ☞ Text export settings

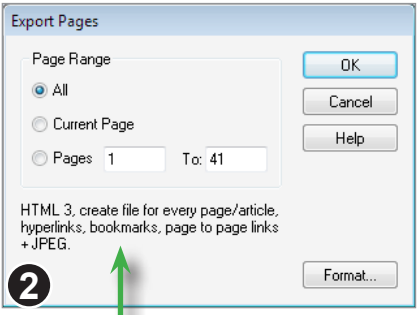
Exporting pages

Standard Pro

Infix can convert an entire PDF or range of pages to other formats such as HTML and ePub. The conversion reformats the text and images, areas marked for rendering and tabular regions. You can export by page range or by article thread (*see "Exporting article threads" on page 181*), individual images or tables.



Open the document you intend to export. Choose **File->Export->Pages As...** to reveal the **Export Pages** dialogue box.



This is a summary of the export options currently in effect.

Specify the range of pages you wish to export.

To change the format of the export or to choose whether to export text only, images only or both press the **Format...** button.

The various options available within the format dialogue are described in "General export settings" on page 182

Notes

- Infix analyses the pages to be exported and ranks fonts by size to work out what should correspond to the various levels of heading (H1,H2 etc) available in the output format. For the export formats that rely on this ranking, the results can differ if you export a subset of pages to when you export the entire document.
- Use the **Crop tool** prior to export to exclude parts of the page (for example to stop headers & footers being exported).

Exporting images & illustrations

Standard Pro

Infix can export images stored in a PDF into various popular image formats. However, when it comes to exporting an illustration made from line-drawings, Infix needs to be told which parts of the page form the illustration.

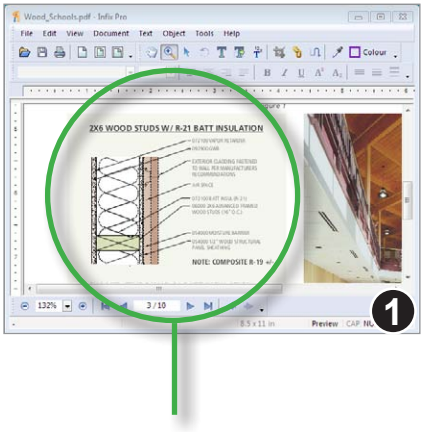
That is because there is no universal means of determining which parts of a page are an illustration and which parts are just normal page contents. For example, is the rectangle in the header on this page an illustration to be exported or just page furniture?

How do you tell if a picture needs marking-up?

If the quality of the picture appears to degrade or become more blocky and pixelated as you zoom in to it, then it is a bitmap and does not need marking - Infix can detect these without any assistance.

If however, the quality remains high, no matter how far you zoom, it is probably a line-art, composed of vector drawing commands. You will need to mark the area in order to export it at its best.

Markup up an image



In this example an illustration including text and a light green background is to be exported.

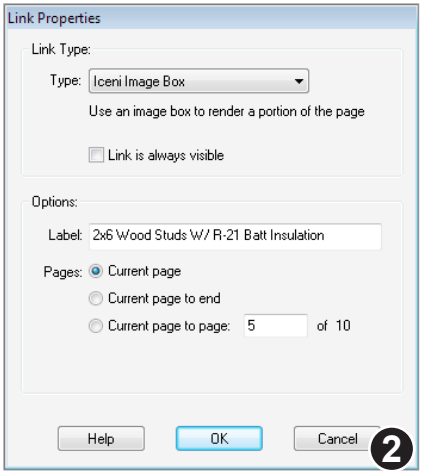
Choose the **Hyperlink tool** from the main toolbar.

Carefully drag out a box around the area to be exported.

Everything included within the rectangle you make will be rendered by Infix and included in the export.

Continued...

Continued from previous page



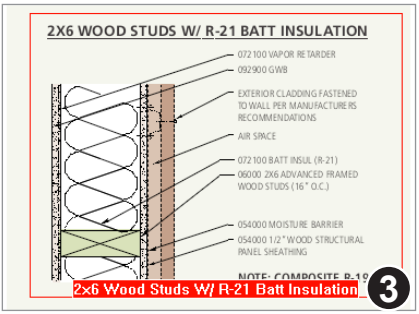
After marking out the image, the **Link Properties** dialogue box will appear.

Change the **Type:** pop-up to **Iceni Image Box**.

Enter a title for the table in the **Label:** box. This is used during export in HTML based formats.

You can now choose to repeat this markup across a range of pages. This is useful if your document contains a similar image, repeated across several pages.

Press **OK**.


2X6 WOOD STUDS W/ R-21 BATT INSULATION
072100 VAPOR RETARDER
092900 GWB
EXTERIOR CLADDING FASTENED TO WALL PER MANUFACTURERS RECOMMENDATIONS
AIR SPACE
072100 BATT INSUL (R-21)
06000 2X6 ADVANCED FRAMED WOOD STUDS (16" O.C.)
054000 MOISTURE BARRIER
054000 1/2" WOOD STRUCTURAL PANEL SHEATHING
2x6 Wood Studs W/ R-21 Batt Insulation
3

The are is displayed by Infix together, if there is room, with the (optional) image label.

In this example, the illustration is on a light green background - part of original page design.

To avoid exporting the background as well, use the **Object tool** to select the background rectangle and then choose **Object->Hide Selection.**

Not only is it hidden from view in the main viewing window, it will be hidden when Infix renders the marked area for export.

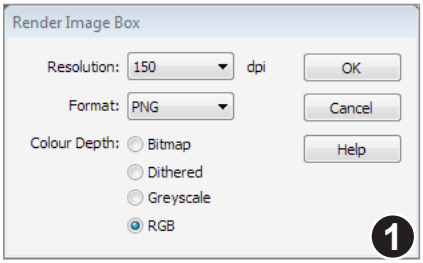
The rectangle can be revealed again (after export) by choosing **Object->Show All**.

Continued...

Continued from previous page

Exporting individual images

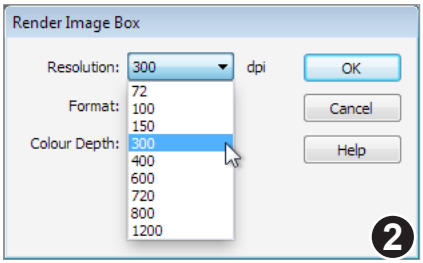
Once a picture has been marked up (see previous page), it can be exported immediately and in isolation - without exporting the rest of the page or document.



Select the **Hand tool** from the main toolbar.

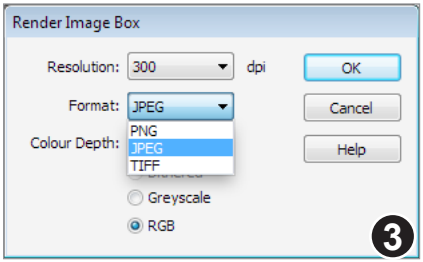
Click on the marked image to display the **Render Image Box** dialogue box.

The red image rectangle is only visible while the **Hyperlink tool** is selected.



From the **Resolution:** pop-up menu, choose the resolution to be used for rendering the area. Higher resolutions result in better image quality, longer rendering time and larger image files.

As a guide, 300 dpi is usually sufficient for most types of colour printing.

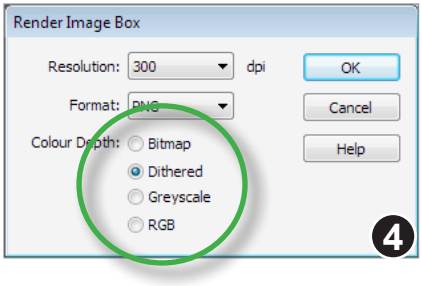


From the **Format:** pop-up, choose the file format for the image. JPEG tends to produce the smallest file sizes. PNG and TIFF retain the highest quality.

The file format affects the choice of colour depth. The JPEG file format cannot be used for purely black and white (bi-level) images, so these options will be greyed out should you choose JPEG.

Continued...

Continued from previous page

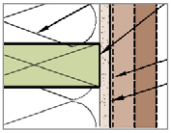


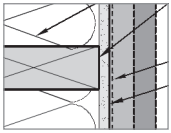
Finally, choose the **Colour Depth:** to be used for rendering.

For most purposes RGB will be the best option (full colour).

An example of each of the image formats is shown below.

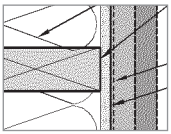
RGB (full colour), largest file size

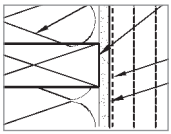




Grey scale

Dithered (bi-level), small file size





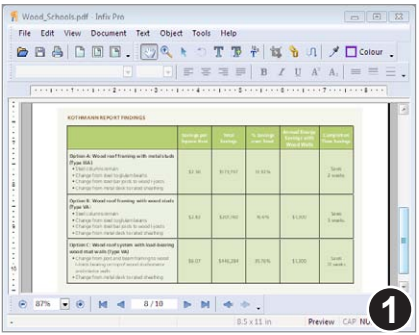
Bitmap (bi-level), smallest file size

Exporting tabular information

Standard Pro

To obtain the best results when exporting tabular information, Infix needs to be told which areas to treat as tables. Without this information, table are treated as normal paragraphs and columns resulting in poor output.

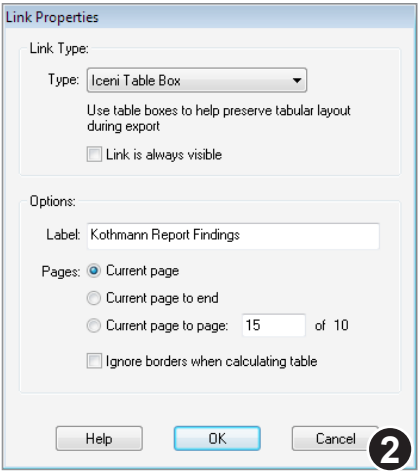
Marking up a table



Navigate to the table to be marked up.

Select the **Hyperlink tool** from the main toolbar.

Carefully drag-out a box around the table. Exclude any non-tabular data that could confuse the analysis process.



After marking out the table, the **Link Properties** dialogue box will appear.

Change the **Type:** pop-up to **Iceni Table Box**.

Enter a title for the table in the **Label:** box. This is used during export in HTML based formats.

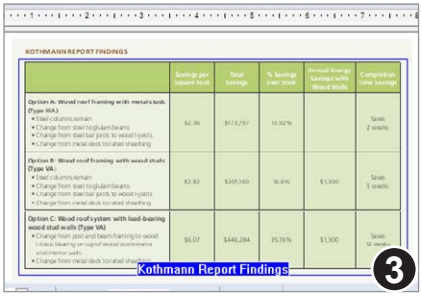
You can now choose to repeat this markup across a range of pages. This is useful if your document contains a similar table, repeated across several pages.

Infix will look at the appearance of the tabular area, including any borders used to delineate rows and columns. In some cases, it may be best to ignore these lines and analyse only the non-graphical content in order to discern the structure of the table. In this case, check **Ignore borders...**.

Press **OK**.

Continued...

Continued from previous page



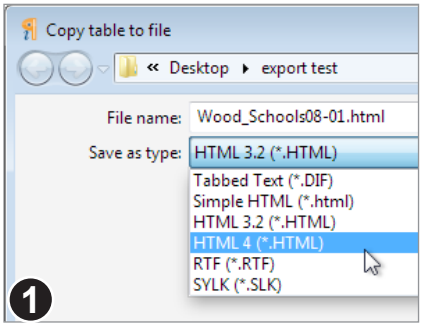
Infix will then display the table link box together with its label (if there is room).

When you next export the document, this markup-up area will be treated as a table which should improve the output.

The blue table boxes are only visible in Infix when the **Hyperlink tool** is selected.

Exporting individual tables

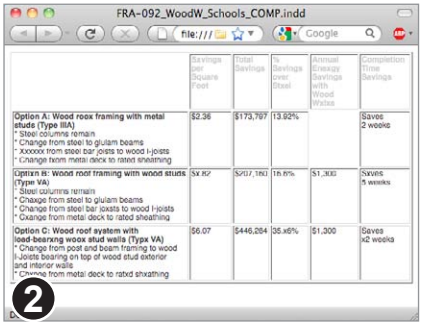
Once a table has been marked up (see previous page), it can be exported immediately and in isolation - without exporting the rest of the page or document. This instant approach is the only way to export to SYLK format.



1. Select the **Hand tool** from the main toolbar.

2. Click on the marked-up table.
3. Choose a name for the file into which the table will be exported.
4. Choose the format for the export.

SYLK (an popular format for encoding spreadsheet information) is only available when exporting in this instant way.



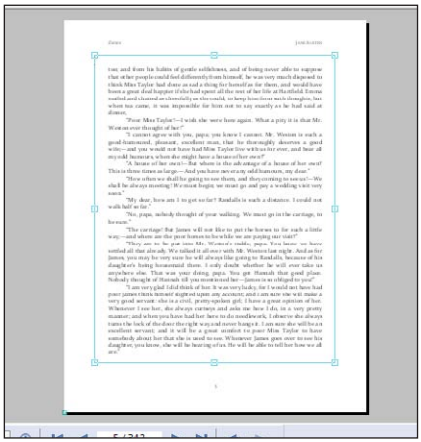
Shown is the table marked-up in the previous page, exported as HTML 4.

The HTML generated by Infix is deliberately kept simply so that it can easily be edited or included in other documents.

Cropping for export

Standard Pro

To exclude parts of a page from exporting then you can use the crop tool to temporarily crop a range of pages in your document. Anything outside of the crop box will be ignored during the export.



Use the **Crop tool** to drag out a box. In this example, the page header and footer remain outside of the box to exclude them from the export process.

Once the export has been done, the crop can be removed by choosing: **Document->Pages->Remove Crop...**

Notes

- The **Iceni Crop Box** hyperlink that can be created using the **Hyperlink tool** is for use with the Argus extraction engine. It is used to specify the automatic crop box applied to documents as they are processed.

Exporting article threads

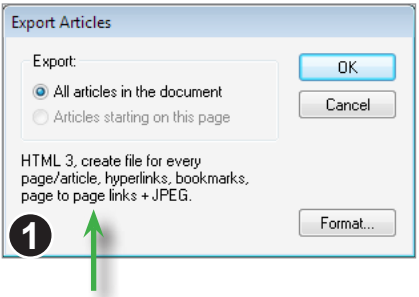
Pro

Infix can use article threads as a guide to the order in which text is exported from a document. For example, a story in a newspaper typically consists of many columns of text and may even span multiple pages. By marking each of these as parts of a single article in the correct order, Infix can extract the text in reading order.

For details of how to add articles to a PDF see “Adding article threads” on page 167.

when exporting articles from a PDF, Infix will also attempt to join-up any paragraphs broken across article boundaries. When exporting by page, this joining does not occur.

If you have a document which does not output in the correct reading order, the application of article threads to the problem areas should improve export of both articles and pages.

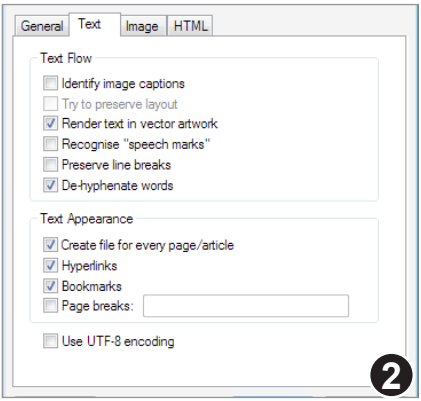


This is a summary of the export options currently in effect.

Open the document you wish to export then choose **File->Export->Articles As...**

Infix will warn you if there are no article threads in the document. In this case, you will need to add some before you try to export again. See “Adding article threads” on page 167 for details.

Press **Format...** to change the format used for the export (HTML, ePub, etc).



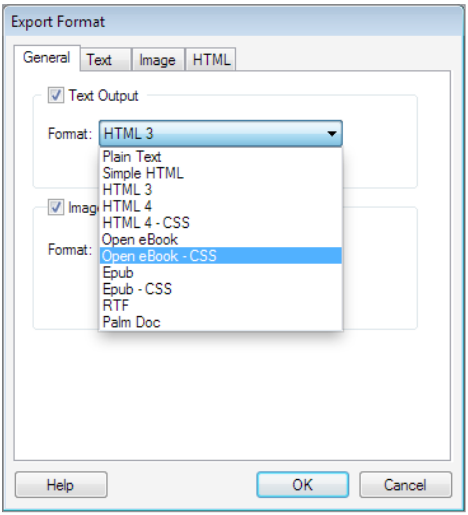
The Export Format dialogue box

If the **Create file for every page/article** option in the **Text** tab of the **Export Format** dialogue is selected (*see “Create file for every page / article” on page 187*), Infix will write each complete article to a different file

Furthermore, when using HTML output with article mode, Infix will produce a table of contents linking to each article output.

General export settings

Standard Pro



Use this panel to select the main text and image output options to be used when exporting a PDF. It acts as a short cut for changing the major features of output, keeping the more specific settings hidden in other tabs.

Text Output

Check this item to export the text content of your PDF. Either **Text Output** or **Image Output** (or both) must always be enabled.

Text Format Pop-up

Infix supports a varied range of text output formats including a set of XML based formats, plain text and RTF for use with Microsoft Word and other applications.

Infix can also export table data in SYLK format but only when clicking on a table that has been marked-up with a **Table Box** annotation (*See "Exporting individual tables" on page 179*).

Each of the available text formats is described below.

- **Plain Text**
  ASCII text, readable with any text editor or word processor. When layout is retained using this format, spaces are inserted to ensure words and paragraphs are placed into the right location.

- **RTF**
  Microsoft's Rich Text Format, readable by virtually every word processor. An ideal input format for Microsoft Office. Infix can embed all document images in a single RTF file.

  When exporting to RTF with **Retain Layout**, you may encounter difficulties if your original document's page size is larger then 55cm (width or height). Some versions of Microsoft Word cannot deal with such large page sizes.

Continued...

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- **Simple HTML**
  HTML using only a few simple tags. This is readable by all web browsers, but some formatting may not be preserved. Images are linked from the document rather than shown in-line.

  A list of document bookmarks will be output at the top of the first page. If **Create file for every page/article** is active a cover page, a bookmarks page and individual contents pages will be produced, each hyper linked together.

  When **Try to preserve layout** is active, this format inserts spaces making use of the **<PRE>** tag in HTML to force the browser to honour every space character.

- **HTML 3.2**
  More complex HTML allowing for a wider range of styling. In-line images are used. Meta-tags are added to the document using the creator, author and title information stored in the PDF. Different character sizes are rendered using the tags **<H1>, <H2>** etc.

  If **Create file for every page/article** is active, a bookmarks page (if bookmark output is enabled) and several data pages will be output. When frames are enabled the index page uses frames to show the bookmarks on the left while viewing each page on the right.

  When **Try to preserve layout** is active, this format uses a complex HTML table for each page. Font sizes in layout mode are selected using the **FONT SIZE+/-** technique rather than **<H1>, <H2>** etc. since this gives better results.

- **HTML 4**
  As HTML 3, but CSS (Cascading Style Sheet) tags are used to render fonts and sizes. This should be compatible with most modern web browsers.

  If **Create file for every page/article** is active, a separate file is output containing all of the CSS style elements used by the rest of the output pages. Edit this style sheet file to quickly alter the look of the rest of the document.

  When **Try to preserve layout** is active, this format uses a complex HTML table in the same way as HTML 3.2. However, fonts and sizes still use CSS1 mark-up for better results.

- **HTML 4 CSS**
  Using HTML with Cascading Style Sheets (v2) provides the most accurate depiction of PDF content for the web. When preserving layout all fonts and positioning are closely replicated.

Continued...

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When **Try to preserve layout** is active, a separate CSS file is produced which describes the styles of all fonts used. Edit this CSS style sheet if any adjustments need to be made to the look of the converted document.

- **ePub**
  Exports a single .epub file with no digital rights management, with or without images using basic formatting.

- **ePub CSS**
  Similar to ePub except that the formatting is specified in a separate .css file held inside the ePub package.

Right-to-left reading order

When enabled, Infix assumes the contents of the PDF are to be read right-to-left (as is the case in Hebrew). It attempts to replicate this reading order in the output produced.

Image Output

Check this item to export the image content of your PDF including those marked with **Image Box** annotations. Either **Text Output** or **Image Output** (or both) must always be enabled.

Image Format

Infix supports a range of image formats: JPEG, Tiff, BMP and PNG. Each of these formats has different properties and is suitable for a different purpose.

Tiff supports CMYK which may give improved colour fidelity when converting magazine and newspaper pictures.

Tiff (multi-page) will place all images within the same file. You will need a Tiff viewer capable of handling multi-image files in order to view these correctly.

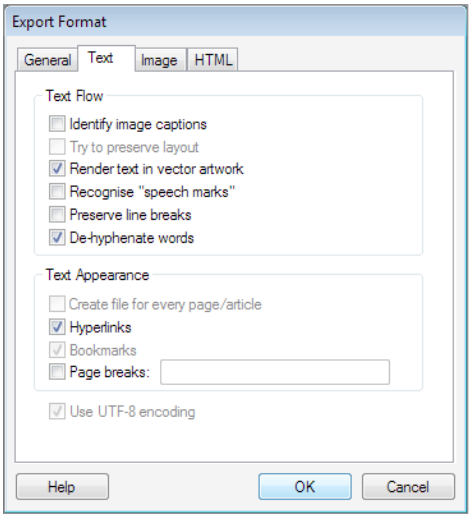
Convert each page into an image

Check this option to render the contents of each page. When checked, text output is disabled since the entire contents of each page will be contained in the image file(s) produced.

Place images in sub-folders

This option causes images files to be stored in a sub folder named ‘images’. This also effects the path used in the **IMG** tag for HTML output.

Text export settings



Use the settings on this panel to control the way text is output in all formats. Additional settings which effect only HTML output are grouped separately in the HTML settings panel.

The options in the this tab are placed into two sub-groups named **Text Flow** and **Text Appearance**. This is simply to make the panel a little easier to read.

Identify image captions

Selecting this option will cause Infix to identify image captions and output them along with images, rather than in the main body of text. If image output is selected and the image format supports it (Tiff, JPEG, PNG), captions will also be embedded within the image data.

Try to preserve layout

In all text formats except ePub, this option causes Infix to position words as closely as possible to the original page layout. The way in which the positioning is achieved depends upon the output format used.

Plain text with the layout retained should be viewed without line wrapping in a mono-spaced font (such as Courier). Most output text documents will be very wide. Simple HTML will be formatted as with plain text using letter spacing to position page elements.

HTML 3 and 4 use tables to position page elements. HTML 4 CSS uses the absolute positioning functionality available with CCS2. This may not be compatible with some older browsers.

With all output formats there may be some deviation from the original document layout requiring a degree of manual adjustment.

Render text in vector artwork

When enabled, text will be included in rendered artwork but not in the normal text output stream. When not selected, the converse is true. That is, text will not appear in rendered artwork but will appear in the text output stream.

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If you find that some text you expected to see in your output is missing, check to see if this options is enabled.

Recognize Speech Marks

When **Preserve Line Break** is off, Infix attempts to reflow text into paragraphs. The process is fairly reliable but may occasionally make mistakes.

However, when it comes to reported speech of the kind that may be found in a conversation in a novel, it is vital that the correct line-breaks are retained; in speech, the line-break is the reader's main indication of a change in speaker.

When this option is on, Infix pays particular attention to quotation marks, especially those at the beginning of a line or paragraph. The result is that it is much more successful in retaining these important line breaks.

When processing documents unlikely to contain any reported speech, it is best to disable this option.

Preserve line breaks

Selecting this option will ensure that Infix honours all line breaks in the original document. Furthermore, it will stop Infix from removing hyphenation.

Enabling this option can make editing the output more difficult since lines of text will not re-flow after insertions or deletions. However, it may improve the appearance if layout is important.

De-hyphenate Words

When enabled, Infix will rejoin words split by a hyphen at the end of a line. Words with hard hyphens such as "442-squadron" are not altered.

To help in making the decision to leave or remove hyphens, Infix consults the language dictionary currently selected for spell checking (see "Spelling preferences" on page 227). However, should a particular word be unknown in the dictionary or be in a different language, it is possible the software may take a wrong decision.

When disabled, Infix does not remove any hyphens and words will remain split as they are in the original document.

When **Try to preserve layout** or **Preserve Line Breaks** is enabled, word de-hyphenation is automatically disabled.

Continued...

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Create file for every page / article

Cause Infix to output each page to a separate file. When outputting to HTML output files will be hyperlinked together. It is not applicable to ePub output which always produces a single file.

When outputting article threads, Infix will place each article in a separate file.

Hyperlinks

If Infix detects any embedded hypertext links within a PDF, it will try to retain these in the output. This is not possible for plain-text output.

Bookmarks

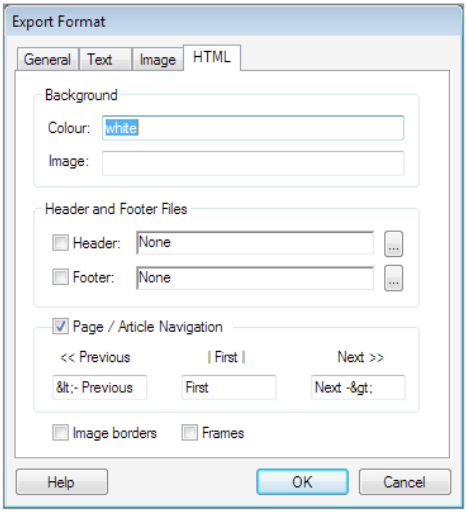
When enabled, Infix will retain a document's bookmarks as hypertext destinations in all but plain text output modes.

When disabled, no bookmarks will be output.

Page Breaks

When enabled, Infix will output the given text at the end of each page produced. For HTML for example, **<HR>** may be used as a simple page break.

HTML export settings



This tab contains options for tailoring the way Infix produces HTML output.

Background

This group of options allows a background colour or image to be specified for each page output in HTML.

Whatever is entered in the **Colour:** box is included in the **<COLOR>** attribute of the **<BODY>** tag of each page output. Colour could be the word "yellow" or a colour definition such as "#FFFFFF".

The **Image:** box is used to enter a filename of a image. This name is placed into the **BACKGROUND** attribute of the **<BODY>** tag for each page. Be careful about the name entered here since it will be included exactly as typed.

The image name need not refer to an actual image on your hard disc but may for example, refer to an image which is or will be stored on the computer used to host the web pages once they are complete.

Header and footer files

The header and footer file boxes are used to specify files on disc whose contents will be merged into each page of HTML output by Infix. For example you may wish to add your company's own corporate graphics to the top and bottom of each page output.

The contents of the header file will be output just after the **<BODY>** tag of a page but before any extracted text or images. Similarly, the contents of the footer file are output just before the closing **</BODY>** tag of each page.

You cannot type into the text boxes directly so instead use the **Browse...** buttons to select existing files.

Page-to-page links

When Infix is processing in **File-Per-Page** mode as set in the **Text Settings** tab, each page of a document is stored in a new file and navigation links to the previous, first and next pages are placed on each page for convenience.

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The controls in this group allow the appearance of these navigation links to be changed. Whatever is entered into either of the **Previous**, **First** or **Next** boxes will be output instead of the words "Previous", "First" and "Next".

This facility may be useful when converting documents for a non-English speaking audience or if navigation images are required rather than text.

Image Borders

When enabled, images will have a border around them generated using the **border** attribute of the HTML **<IMG>** tag

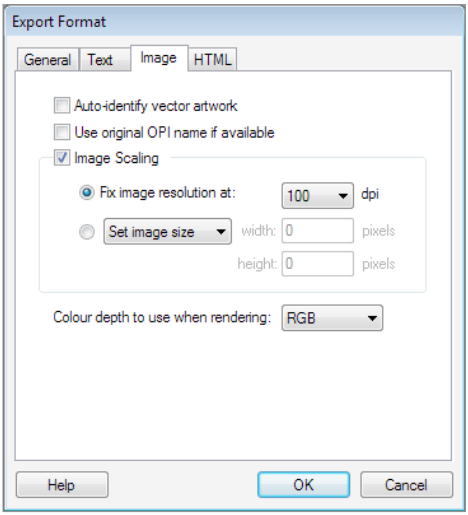
Frames

This setting only takes effect when bookmark output is enabled (see "Bookmarks" on page 187).

When enabled, Infix creates a two-frame frameset definition which places the bookmarks frame on the left hand side of the screen and the extracted content on the right hand side. Clicking on a bookmark, changes the page in the right hand side.

When disabled, no frameset is created and bookmark destinations do not reference a target frame.

Image export settings



When image output is enabled in the **General** format tab, Infix produces copies of all images stored in the PDF.

The options in this tab are mainly concerned with the scaling or size of the images output.

Infix can deal with two types of image in PDF: vector illustrations consisting of lines, curves, filled areas and bitmap images or photographs made up of many colored pixels.

Infix cannot output vector formats directly but will instead convert any such illustrations into a bitmap format by a process called rasterization.

Auto-identify vector artwork

Many PDF documents may contain vector artwork or line-art. However, due to the nature of PDF, it is not always possible for a computer program to determine where on a page such artwork occurs since each page is stored as a general mix of text, images and line-art.

Infix is capable to an extent, of identifying such artwork on a page. Selecting this option will cause Infix to automatically convert vector artwork in the original into images in the output format selected.

If you are not sure whether a document contains vector artwork or bitmaps, zoom in on the picture. If it becomes blocky or pixelated then it is a bitmap image. If it stays sharp and detailed, it is probably a vector-based drawing.

If you encounter problems with illustrations not being correctly identified, use the Hyperlink tool to mark them up with Image Box links. See “Exporting individual images” on page 176 for details.

Infix can only output images in bitmap formats not vector graphics formats. If images do not appear in your final output documents, try turning this option on or placing an image box around the missing images.

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Use original OPI name if available

If your PDF contains OPI placement information for the images within it, Infix will use the original filename for images it exports.

You can check if an image has associated OPI information by selected the image with the object tool, then click the right mouse button and choose **Image Properties...**

Image Scaling

This set of options allows you to set the output scaling of the images that Infix extracts from a PDF.

When disabled, images are output as they are found in the PDF. This may give very large images since many PDF documents contain high-resolution versions of an image which are then scaled by the PDF viewer to the correct size.

Fix image resolution at:

This option scales output images so that they are all at the same resolution in dpi (dots per inch). Resolutions available are: 72, 100, 150, 300, 400, 600, 720, 800 and 1200 dpi.

This setting is particularly important when rendering vector artwork.

Advanced Scaling Pop-up

Three types of advanced scaling can be selected from the drop down menu. For each kind of scaling, if either width or height is set to zero, then an image's aspect ratio is maintained.

- **Set image size**
  Enables exact image sizes to be specified in pixels. Images will be sub-sampled or expanded accordingly.

- **Maximum size**
  Enables a maximum image size to be specified. If an image is smaller than the width and height values given then the scaling is unchanged. When Max scaling occurs, the aspect ratio is maintained. So, for example an image which is 800 by 400 when output at a Max of 200 by 200 will be rendered as 200 by 100 - the shape of the image is maintained.

- **Scale**
  Will resize images according to a percentage value.

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Colour depth to use when rendering

This pop-up tell Infix how to render any marked-up regions during export. It also controls how pages are rendered if the **Convert each page into an image** option is enabled in the **General** tab. It has no effect on the export of non-rendered images such as photos - these are, in most cases, output with the colour depth at which they are stored in the PDF.

You can determine the colour depth of images stored in a PDF by clicking on an image using the object select tool, then choosing **Image Properties...** from then right-mouse button menu.

Exporting to LIMS

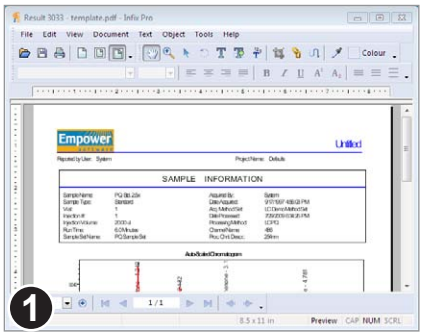
Infix can be used together with Iceni's command-line driven PDF converter - Argus, as part of a *Laboratory Information Management System* to automatically extract tagged data from machine-generated reports.

Infix is used to create a PDF template containing the tagged annotations.

This template is then automatically applied to incoming PDF reports by Argus.

As the reports are dropped into Argus' hot-folder, it uses the template to extract data and convert it to other formats such as HTML, XML or ePub.

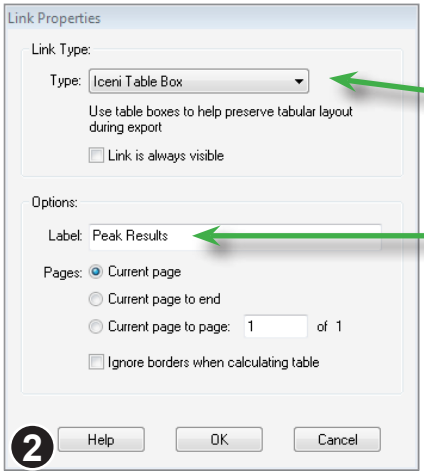
Creating a LIMS template with Infix



Open a typical machine-generated PDF report in Infix.

Using the **Link tool**, draw a box around each item you would like to extract.

An item can be a graph or illustration, an entire table or a single word or line of text.



After drawing a box around the object, the hyperlink dialogue will appear.

Change the **Type:** to either Iceni Image Box or Iceni Table Box. In this example, we are setting up the export of a table of results.

The contents of the **Label:** field will be output together with the data when the PDF is processed by Argus. Enter a meaningful name or tag in the field.

Continued...

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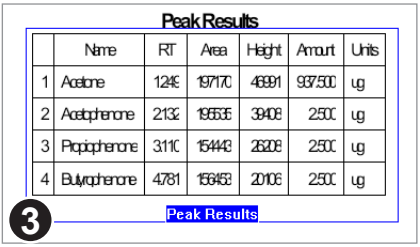
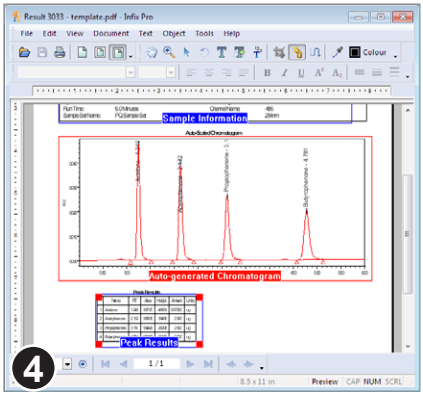

Peak Results
Name RT Area Height Amount Units
1 Acetone 1249 19717C 46991 937500 ug
2 Acetophenone 2132 19553E 39408 2500 ug
3 Propiophenone 3110 15444B 26208 2500 ug
4 Butyrophenone 4781 15945B 20108 2500 ug
Peak Results
3

The table has been marked-up and tagged with the label “Peak Results”.

Notice that the blue annotation border does not include items outside the table (the title in this case).

Including non-tabular information within a table box makes it more difficult for Infix to discover the structure of the table itself.



This page has been marked-up with 2 tables and an graph (render zone).

Once saved, the document can be used to form an annotation plan for use by Argus.

Using the PDF template with Argus

Argus needs to scan the PDF, extract the specifications of marked-up regions and store this as an *annotation plan*. To do this, execute:

```
argus -a lim.plan template.pdf
```

where **lim.plan** is the name of the plan file that will be generated and **template.pdf** is the PDF that has had the annotations added to it using Infix.

The plan file produced in this example is:

```
[ANNOT PLAN]
 0.Iceni Image Box =1 [530.30, 42.48, 283.51, 578.70] 0 “Auto-
generated Chromatogram”;
 1.Iceni Table Box =1 [262.04, 105.92, 169.78, 289.33] 0 “Peak
Results”;
 2.Iceni Table Box =1 [651.66, 43.15, 551.55, 544.33] 0 “Sample
Information”;
[-- END --]
```

Continued...

Continued from previous page

The new plan file should be included in the configuration file you intend to use for exporting:

```
ICENI PREFS
OWNER:Argus
VERSION:500

#include charMaps/htmlSimple.cmap
#include spool.cfg
/* Load the lim annot plan */
#include lim.plan

[Argus Controls]
Built In Fonts Dir =./fonts;
CMAP Path =./cmaps;
...
```

An example configuration file (lim.cfg) is included in the Argus distribution. To use this to process a single PDF report:

```
argus -t -c lim.cfg report330.pdf
```

where **report330.pdf** is the name of the PDF being processed and **-t** indicates that only annotated items are to exported (other page contents are to be ignored).

A simple HTML-based output file will be generated in **docs/report330/**

Notice the use of the **LABEL** macro in the example configuration file **lim.cfg**:

```
[PIC]
Start =<TABLE><TR><TD>
         <IMG SRC="[FILENAME]/image[PAGENUM]-[PIC _ NUM].png"
              width=[WIDTH] height=[HEIGHT] BORDER=1
              ALT="LABEL:[LABEL]">
         <CAPTION align=bottom>LABEL:[LABEL] [CAPTION]
              </CAPTION>
       </TABLE><HR>;
```

The facility is of most use when spooling, as in:

```
argus -c lim.cfg -t -s
```

which uses the **[SPOOLER]** settings in the **#include spool.cfg** to place Argus in spool mode. In this mode, the process sleeps until a PDF arrives in the target folder. It is then processed and either deleted or moved to a 'done' folder.

Translation

- ☞ Exporting content for translating
- ☞ Font problems during CAT import
- ☞ Importing translated text
- ☞ Managing font substitutions
- ☞ Translation Tips

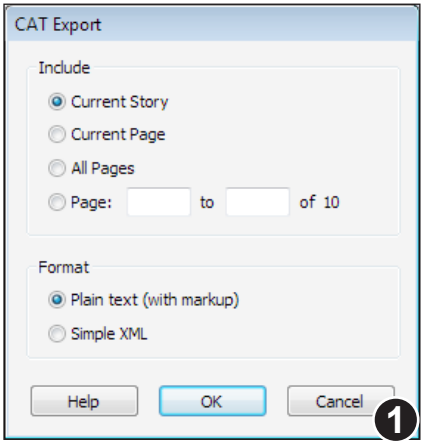
Exporting content for translating

Pro

Infix can export the text of a document, automatically tagging each paragraph with its original location in the document.

This text may then be translated using other software (e.g. Trados, Across TM, Déjà Vu, Google) and re-imported back into the document by Infix. As Infix imports the translated text, it uses the embedded tags to determine both the correct location and basic text styles of the new text.

If translated text is too long to fit into the original text boxes, Infix can subtly adjust its spacing to make it fit.



Open the PDF you want to translate.

Choose **Document->Translate->CAT Export...**

Choose the extent of the text you want to include in the export. You may prefer to work on a few pages or a single story at a time rather than the entire document.

Current Story is only available if you were editing text when you chose to begin the export. If selected, the active text box and any linked to it will be exported as a single story.

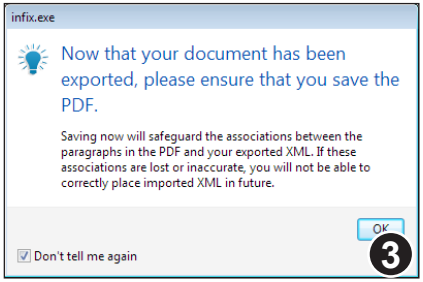
Use the **Text Order** tool to link text blocks together to form stories, prior to beginning the export process.

Choose the format of the exported text.

Plain text is recommended since it is more robust that XML. The location and style tags embedded by Infix in this mode are stored as alpha-numeric codes which should remain untouched by most translation software.

Continued...

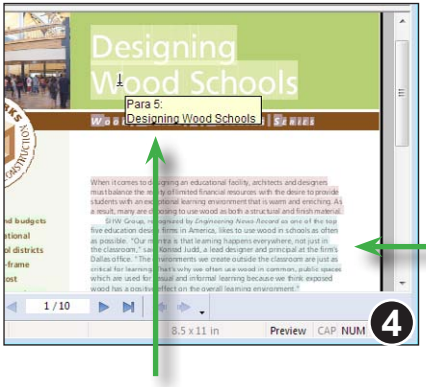
Continued from previous page


infix.exe
Now that your document has been exported, please ensure that you save the PDF.
Saving now will safeguard the associations between the paragraphs in the PDF and your exported XML. If these associations are lost or inaccurate, you will not be able to correctly place imported XML in future.
OK
Don't tell me again
3

Once exported, Infix will remind you to save the document. This is crucial since the export process will have added tags not only to the text output but to the PDF itself.

You cannot import the translated text back into the PDF unless this tagging information exists.

Saving a copy of the tagged PDF now ensures that you will be able to import the translated text back into it in future.



Tool-tips show the original contents of a tagged paragraph even after translation. This is visible in Infix only, and does not affect the PDF.

After exporting, the tagged paragraphs are highlighted. This will only be visible in Infix and does not affect the PDF.

You can hide this highlighting by choosing **View->Field Shading...**

Exported paragraphs are highlighted

Continued...

Continued from previous page

```
<DOC id='translation test.pdf'>
<STORY>
<P id='2'>
<span style='font-family:GaramondLigh
Adstract automatically fields, reforma
from display ads including recruitmer
</span></span>
</P>
<P id='3'>
<span style='font-family:GaramondLigh
```

Example **Simple XML** output.

<STORY> indicates the start of a story (text block).

<P id='2'> means paragraph 2.

**** tags are used to record font changes.

Tags must nest correctly with the appropriate closing tags (such as ****).

If you think your translation software may corrupt the syntax of the XML during editing, then it is best to us the **Plain text** export format.

```
<S>
<P5>
<F12>Designing Wood Schools
<S>
<P6>
<F11>When it comes to designing an ed
must balance the reality of limited fi
students with an exceptional learning
result, many are choosing to use wood
```

Example **Plain text** output.

<S> indicates the start of a story (text block). **<P5>** means paragraph 5. **<F11>** indicates a font change to font 11.

The fonts used in an export are listed at the end of the text file and should not be edited.

There are no closing tags in this format (no need for **</P>** for example). This makes the format much more robust in the face of syntax errors that may be introduced during translation.

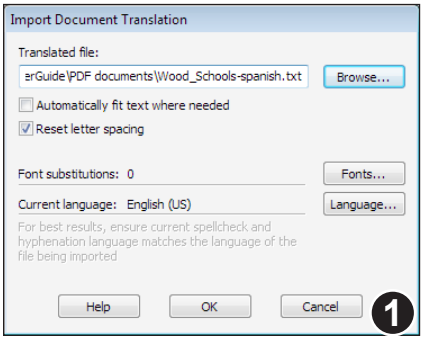
Notes

- A few XML tag definition files can be found in the **Translation Support** folder in the Infix Pro installation folder. These define the XML tags which should be ignored during translation.

Importing translated text

Pro

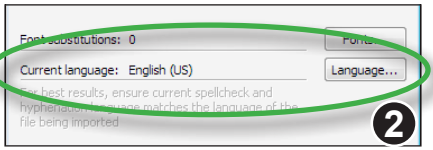
To complete the translation of a PDF, you need to import the new, translated text back into the document. Infix will place each translated paragraph into the correct location in the document, reflowing, fitting and substituting fonts as required.



Open the PDF you wish to import into. This should be a copy of the one used to export the text originally, with tagged paragraphs.

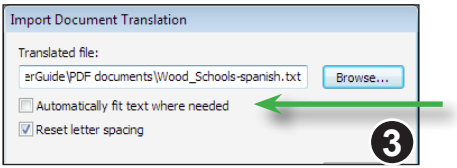
Choose **Document->Translate->CAT Import...** to display the import dialogue.

Press **Browse...** to choose the text or XML file to be imported.



Make sure the current spell-check language matches the text being imported. If it does not, press **Language...** to change the setting.

When the spell-check language does not match, words may not be correctly hyphenated during reflow.



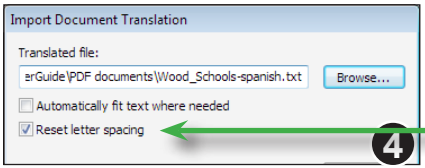
Select **Automatically fit text where needed** to have Infix adjust the new text so that if fits the original text boxes.

This may slow down the import considerably since the fitting process is quite expensive.

Text that it is shorter than the original is unaffected by this setting.

Continued...

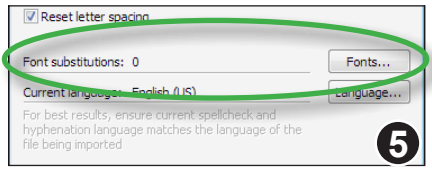
Continued from previous page



Selecting **Reset letter spacing** will cause Infix to sett all word and letter spacing to zero on imported text.

Otherwise imported text will use the spacings of the original text.

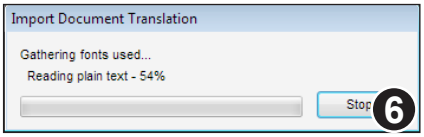
It is normally recommended that this option be selected.


Reset letter spacing
Font substitutions: 0
Fonts...
Current language: English (US)
Language...
For best results, ensure current spellcheck and hyphenation language matches the language of the file being imported
5

The dialogue indicates the number of **Font substitutions** rules in effect. The first time you import this will be 0.

During the import, you may setup some font substitution. If you import again, the dialogue will then display a non-zero count of the number of substitutions in effect.

Press **Fonts...** to load, examine and modify these substitutions rules. See “Managing font substitutions” on page 203 for more details.



Press **OK** to begin the import.

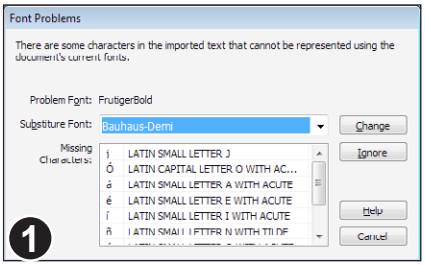
The first part of the process checks to see if the fonts currently used in the document contain all the characters required by the new text.

For example, when translating from English to French, some of the embedded fonts in the PDF may not include the necessary accented characters common in French.

This phase is described on the next page.

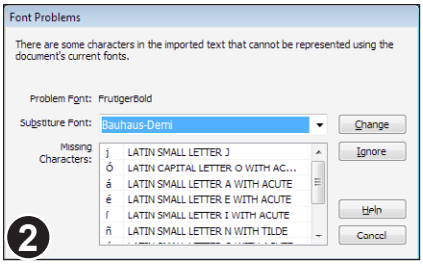
Font problems during CAT import

If the new text requires some characters that are missing from the fonts used for the original text, the **Font Problems** dialogue box will appear.


Font Problems
There are some characters in the imported text that cannot be represented using the document's current fonts.
Problem Font: FruitigerBold
Substitute Font: Bauhaus-Demi
Change
Missing Characters:
Ignore
LATIN SMALL LETTER J
LATIN CAPITAL LETTER O WITH AC...
LATIN SMALL LETTER A WITH ACUTE
LATIN SMALL LETTER E WITH ACUTE
LATIN SMALL LETTER I WITH ACUTE
Help
Cancel
1

The problem font (in this case **FruitigerBold**) is shown together with a list of required characters. These may be missing because the font is a subset, embedded in the PDF or it may be that the font just does not cater for those characters.

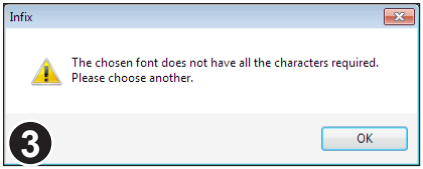
As each font problem is presented, Infix will highlight an example usage of the font in the main document.


Font Problems
There are some characters in the imported text that cannot be represented using the document's current fonts.
Problem Font: FruitigerBold
Substitute Font: Bauhaus-Demi
Change
Missing Characters:
Ignore
LATIN SMALL LETTER J
LATIN CAPITAL LETTER O WITH AC...
LATIN SMALL LETTER A WITH ACUTE
LATIN SMALL LETTER E WITH ACUTE
LATIN SMALL LETTER I WITH ACUTE
LATIN SMALL LETTER N WITH TILDE
Help
Cancel
2

You can choose to substitute another font or ignore the problem.

In some case, especially with symbol or decorative fonts, it is best to ignore the problem by pressing **Ignore**.

If you do not wish to ignore it, choose an alternative font from the **Substitute Font:** drop down list. This list includes all fonts in the document plus those loaded from your computer.



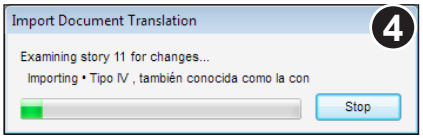
Should the substitute font not contain all the required characters, Infix will prompt you to choose again.

It is usually best to choose a font from your computer's font library rather than one from the PDF. These are the ones listed after the dividing line in the drop-down list.

Each time you Ignore or Change a font, you will be presented with the next font problem.

Continued...

Continued from previous page

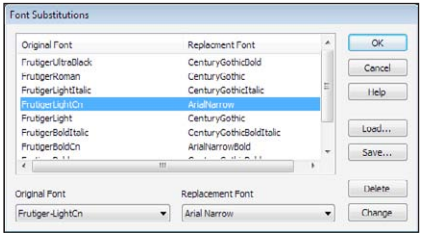


Once all font issues have been resolved, the second phase of the import starts.

Infix scans the new text for changes with respect to the existing content of the PDF. When a modified paragraph is found, it is imported.

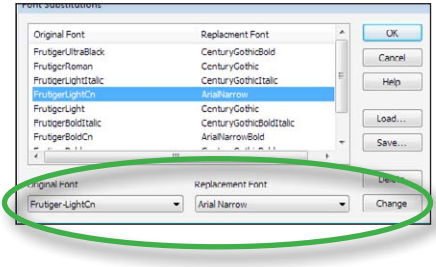
Managing font substitutions

Infix remembers the font substitutions made during **CAT Import** and uses them for subsequent imports. You can view, edit, export and load the complete set of substitutions by choosing **Document->Translate->Font Substitutions...** or by pressing the **Fonts...** button in the **Import Translation** dialogue box.



The dialogue displays all the current font substitutions.

These will apply to any document loaded and not just the last one on which a **CAT Import** was performed.



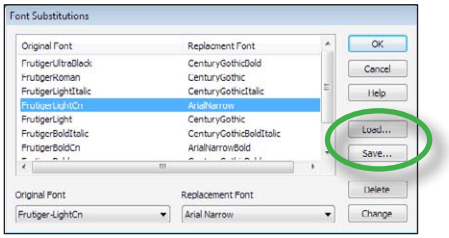
To change an existing substitution, select it in the list.

The details of the selected entry are then displayed in the two pop-up menus below the list.

Choose a different **Original Font** or **Replacement Font** and then press **Change** to store the new settings back in the list above.

Continued...

Continued from previous page



The **Load...** and **Save...** enable you to save a permanent copy of the font substitutions to disc for use later.

The plain text format file can be edited by hand and passed onto others that may need the same set of substitutions.

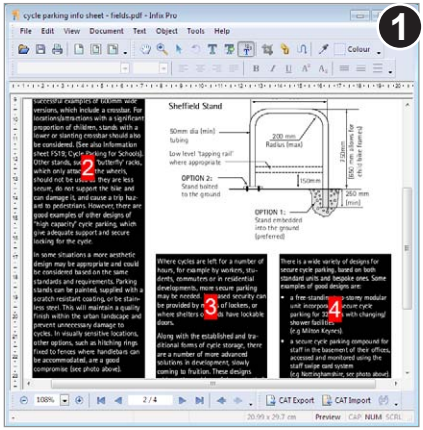
Is is useful to save the current set after working on a document so that it can be loaded prior to the next time you need work with the **CAT Import** function.

```
% Font Replacements for PDF "W:\PDF documents\Wood _ Schools-fielded.pdf"
% Generated by Infix PDF Editor
% This file may be edited by hand and re-used in Infix
% ------------------------------------------------------

FrutigerBlackItalic -> CenturyGothicBoldItalic
FrutigerBold -> CenturyGothicBold
FrutigerBoldCn -> ArialNarrowBold
FrutigerBoldItalic -> CenturyGothicBoldItalic
FrutigerLight -> CenturyGothic
FrutigerLightCn -> ArialNarrow
FrutigerLightItalic -> CenturyGothicItalic
FrutigerRoman -> CenturyGothic
FrutigerUltraBlack -> CenturyGothicBold
```

Example substitutions text file generated by Infix

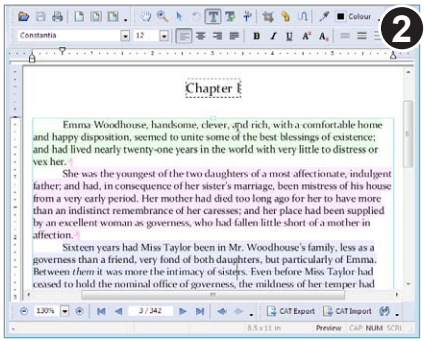
Translation Tips



Where text flows across columns or pages, connect the text blocks together using the **Linked text** tool.

Once connected, remove any unwanted paragraph breaks at the end of each block (which will have been added before the blocks were connected.)

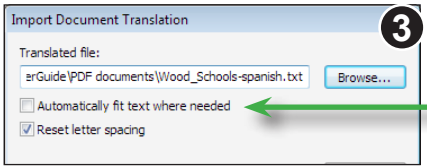
See “Editing text across columns & pages” on page 63.


2
Chapter I
Emma Woodhouse, handsome, clever, and rich, with a comfortable home and happy disposition, seemed to unite some of the best blessings of existence; and had lived nearly twenty-one years in the world with very little to distress or vex her.
She was the youngest of the two daughters of a most affectionate, indulgent father; and had, in consequence of her sister's marriage, been mistress of his house from a very early period. Her mother had died too long ago for her to have more than an indistinct remembrance of her caresses; and her place had been supplied by an excellent woman as governess, who had fallen little short of a mother in affection.
Sixteen years had Miss Taylor been in Mr. Woodhouse's family, less as a governess than a friend, very fond of both daughters, but particularly of Emma. Between them it was more the intimacy of sisters. Even before Miss Taylor had ceased to hold the nominal office of governess, the mildness of her temper had

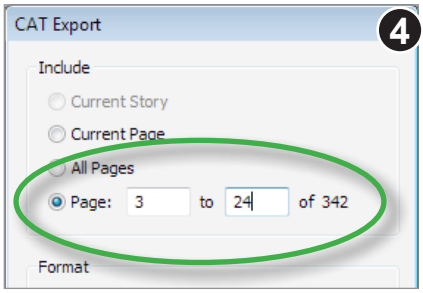
Reflowing the text during import is slower when the text is fully justified.

To avoid this when dealing with long stories (such as a chapter of a novel) change the text justification to **Left** justified prior to import.

The import will be faster and the justification can be changed back once it is complete.



For similar reasons, do not use **Auto fit** on long stories. Do the auto-fitting after the import has been done by choosing: **Text->Align->Full...**



When translating a long document, deal with a section/chapter at a time.

Since the export process requires a large amount of computer effort and memory, keeping exports to no more than 100 pages at a time will improve throughput considerably.

Templates

- ☞ Basic templates
- ☞ Dynamic images
- ☞ Dynamic line-art & graphics
- ☞ Dynamic page size
- ☞ Dynamic text using fields
- ☞ Dynamic text using tokens
- ☞ Embedded font & colour resources
- ☞ Fields and tabstops
- ☞ User restrictions

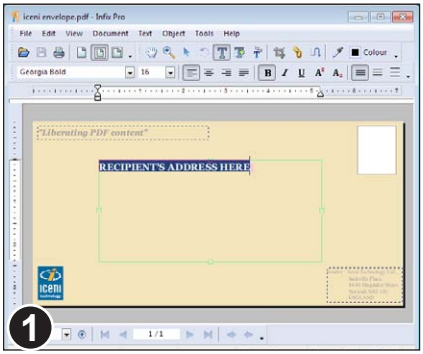
Basic templates

Pro

Infix Pro can be used to setup PDFs ready for interactive editing with lesser versions of the software.

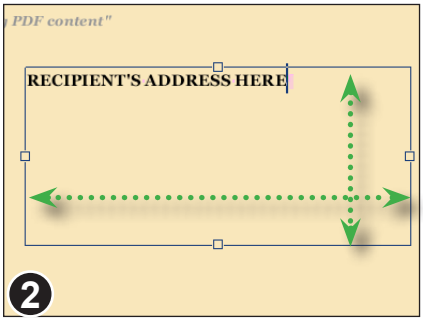
Individual objects in the PDF can be locked and restrictions added to control the way the document can be edited in future such as limiting the colours that can be used.

Infix Pro can also create variable PDFs for use with Infix Server. These can include variable elements for large-volume, automated creation of customised PDFs.



Open your PDF.

This example uses a basic envelope design produced using Infix or any other design application capable of generating a PDF.



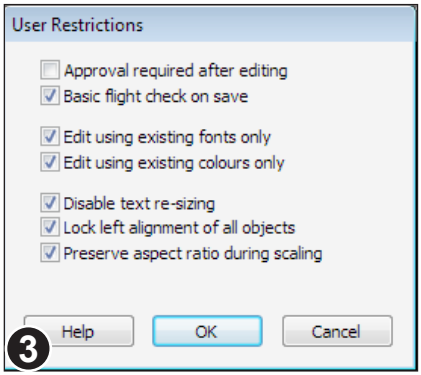
Using the **Text tool**, drag out a central text box for the address. Ensure it is big enough to accommodate most addresses.

Enter some sample text to indicate where the user should type.

Choose a font and size for the sample text so that users of the template do not need to bother.

Continued...

Continued from previous page



Choose **Document->User Restrictions...** to display the **User Restrictions** dialogue box.

Use this dialogue to limit how users interact with the template. For example, limiting the fonts they can use when editing.

Press **OK** then save the PDF as normal.

User restrictions

Pro

Once applied, User Restrictions are effective in all versions of Infix but can only be removed or altered using Infix Pro.

To view and change the restriction choose **Document->User Restrictions...** or click on the Restrictions hyperlink in the **Document->Properties...** dialogue box.

- **Approval required after editing**
  Documents based upon templates will have an 'Approval Required' watermark added when saved. This can only be removed using Infix Pro.
- **Basic flight check on save**
  Infix checks for a minimum of 300dpi resolution on all images in the PDF and for CMYK colour spaces. This is in addition to the standard check for overset text.
- **Edit using existing fonts only / Edit using existing colours only**
  Limits the available fonts and/or colours that can be used to those already in use in the PDF. This helps to ensure users do not deviate from the initial design goals or corporate identity colour schemes.

  When colours are restricted, users are presented with the **Swatches** dialogue when they wish to change the colour of an object.
- **Disable text scaling**
  When scaling objects, text boxes are not be affected.

Continued...

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- **Lock left alignment of all objects**
  Limits the directions in which objects may be moved.
  Text boxes may be resized to allow for more text for example, but their position along their x-axis cannot be altered. This is to help maintain the essence of the design's original layout.
- **Preserve aspect ratio during scaling**
  Ensures that no objects can be stretched out of proportion. Any scaling is applied equally to both x & y axes.

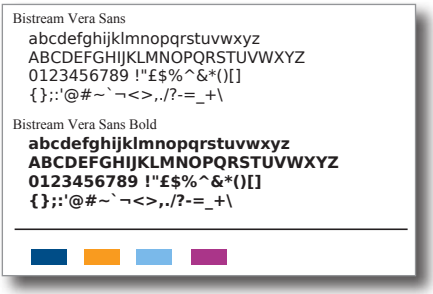
Embedded font & colour resources

Pro

To ensure portability and ease of editing, templates should include embedded font definitions for all the character shapes likely to be used.

For templates with a restricted colour palette (see “User Restrictions” earlier in this section) it may be necessary to define optional colours not yet used in the template but that may be used in future.

Both of these requirements can be met by including a “resource page” in your template.



An example resource page containing two fonts and four colours.

The page can be prepared within Infix or using any other editor capable of generating PDF.

Choose:
Document->Resource Page->Add... to embed the resource page within the currently open PDF.

The resource page will not appear as part of the document in any PDF viewer and will not be output if the PDF is printed.

Checking resource pages

The **Document Properties** dialogue box will show the existence of a resource page in a PDF.

Choose **Document->Resource Page->Extract...** to copy the embedded page to a new file and view it in Infix.

Dynamic text using tokens

Pro

For Infix Server to accurately find the target text you wish to replace in your templates, the text should form unique names or tokens.

For this business card, the artwork has been produced with tokens specifying the location of text to be replaced.

The token text's font, alignment, margins etc. will be retained when it is replaced by Infix Server.

Dear [CNAME],

Thank you for purchasing the [PRODUCT] on [PDATE].

We would like to take this opportunity to remind of our aware-winning after-sales care and invite you to sign-up for our free newsletter covering all aspects of the [PRODUCT] plus hints and tips for getting the most out of it.

Here the tokens have been included within the body text.

When replaced, the body text will be reflowed to ensure correct layout.

The **[PRODUCT]** token is using a different font to the rest of the body text.

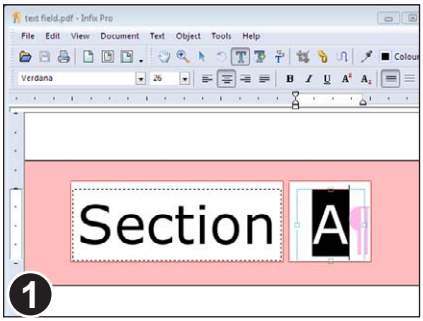
Notes

- To ensure predictable reflow after token replacement in body text, prepare the PDF using Infix, setting text-box sizes and paragraph alignments etc.
- Reflow behaviour can be controlled by the name of the tokens themselves. This is useful for templates that have not been prepared using Infix. See the Infix Server user manual for more information.

Dynamic text using fields

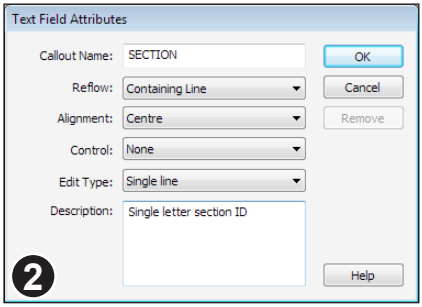
Pro

The use of tokens such a **[JOBTITLE]** in a PDF template where layout or spacing is critical is sometimes impractical. In these cases, a block of existing text can be given a name without affecting the text itself. This name can then be used as a target for replacements via Infix Server.



In this example the box containing "A" is too small for a token such as **[SECTION]**.

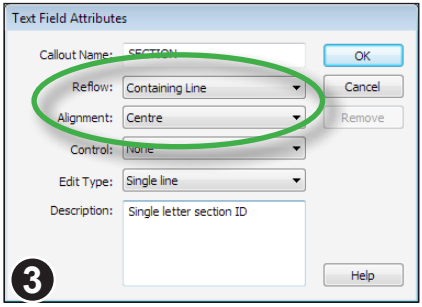
Using the **Text tool**, select the "A".



Choose **Text->Field Attributes...**

Enter the token name into the **Callout Name:** text box.

This is the name that will be used in the Infix Server configuration file.

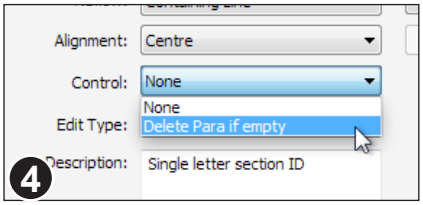


You can, optionally, control the way Infix Server will reflow the replaced text.

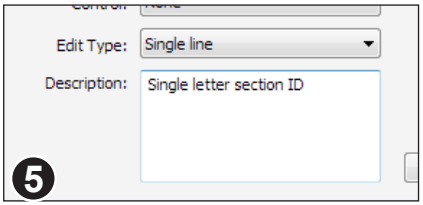
These two pop-ups behave the same way as those in the **Replace Format Dialogue** used during Find & Replace.

Continued...

Continued from previous page

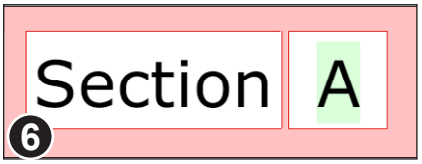


The **Control:** option instructs Infix Server to delete the field *and its containing paragraph* should it become empty after processing.



The content of the **Description:** field will be shown in a *tool tip* window whenever the mouse hovers over a text field.

It will also appear after using the **View->Go To Next Field** menu item.



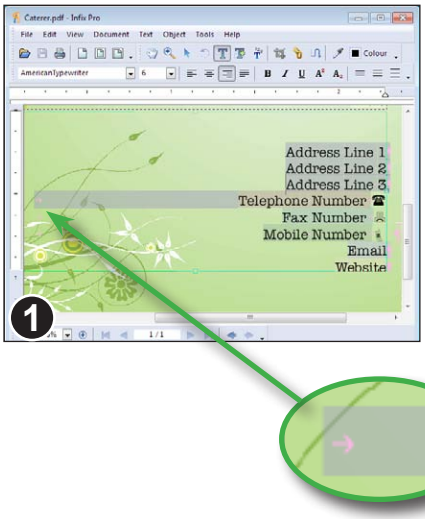
Choose **View->Text Fields** to have Infix highlight text fields.

The colour used for each field is decided by Infix.

Fields and tabstops

Tab stops inherit the field-id of the preceding character no matter what that character is - visible glyph or control characters such as paragraph mark.

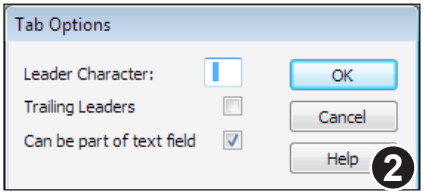
To change this behaviour you need to alter the tabstop in question.



Here the right-aligned tab before **Telephone Number** field has inherited the field id from the previous line - **Address Line 3**.

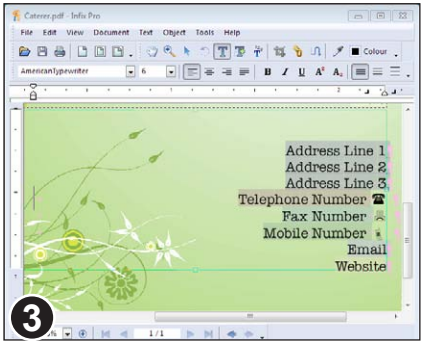
Instead we want the tab to have no field id - it should remain unchanged once data has been put in the template.

A tabstop is inheriting a field id when we do not want it to (hence the background shading).



Right-click the tabstop mark in the ruler to reveal the **Tab Options** dialogue box.

By default **Can be part of text field** is on. Turn it off now and press **OK**.



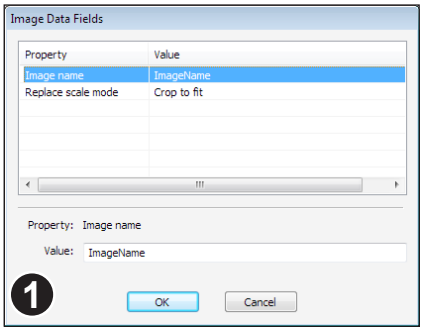
The screen will refresh and the field shading over the tabstop should disappear.

When saved and reloaded or used by Infix Server, the tabstop will remain un-fielded.

Dynamic images

Pro

Images can be named so that they can be targeted for replacement using Infix Server. You can also control the scaling used when the image is replaced.

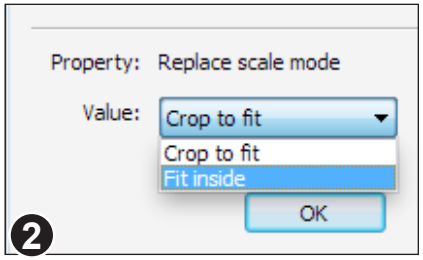


Choose the **Object tool**.

Right click the over the image you want to name and choose: **Image Data Fields...**

The **Image Data Fields** dialogue box lists all of the attributes that can be applied to an image.

Click on the **Image name** property and enter a new value in the **Value:** field at the bottom of the dialogue.



Click on **Replace scale mode** to alter the way in which the image is scaled when replaced.

Two scaling modes are available during automated image replacement:

- Crop to fit
- Fit inside

The effect of each mode is illustrated below:

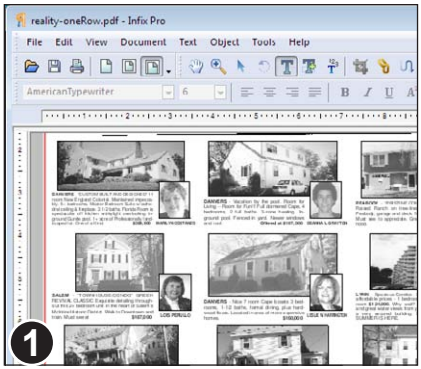
Fit inside

Crop to fit

Naming multiple images

Pro

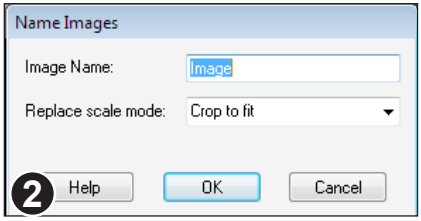
Infix Pro offers a short-cut for naming multiple images for dynamic replacement by Infix Server. This also offers a way of checking whether images have been named already.



In this example we will attribute a name to each image in a real-estate advertisement, ready to be used as a template by Infix Server.

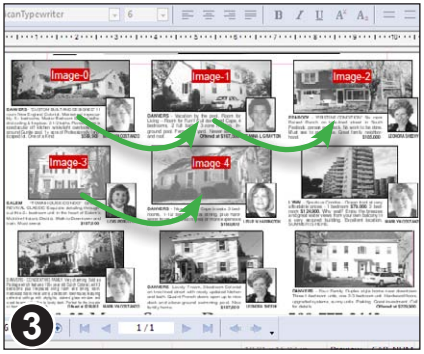
Choose the **Object tool** from the toolbar.

Then choose **Object->Name Images...** from the main menu bar.



Enter a base **Image Name:** for your images and set the scaling mode to be used for each. See the previous page for details of scale modes.

The settings for individual images may be altered later by using the method detailed on the previous page.



Click on each image to name it.

Every time you click an image it will be given a name by applying a new suffix to the base name you supplied.
For example **Image-1**, **Image-2**, **Image-3**.

The name will displayed within the bounding box of the image.

Continued...

Continued from previous page

An example of an image showing its label "Image-4".

To finish naming images choose: **Object->Name Images...** or change to another tool.

Choosing the **Object->Name Images...** menu option at any time in the future will show any existing image labels.

Dynamic line-art & graphics

Pro

By grouping objects together with a text field, the entire group can be made to appear or disappear depending upon the value of the text field.

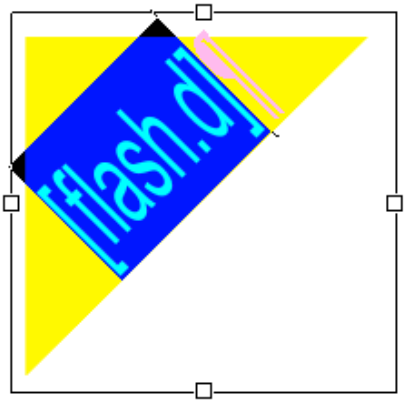
This car ad template includes a triangular sign for carrying optional messages such "SOLD" or "SALE".

If no substitute text is provided in the Infix Server configuration file, the sign can be automatically removed.

This approach may also be used together with **Text Fields.**

Creating optional artwork

1. Use the Object Tool to select the artwork and associated text then group them together using the **Object->Group Selection** menu option.



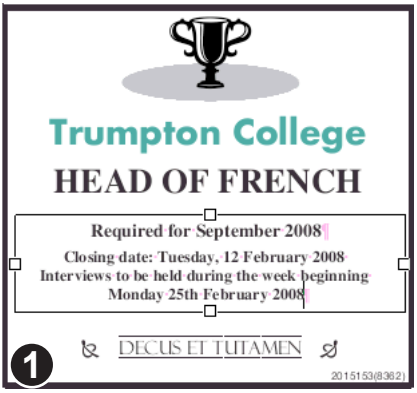
2. Ensure the text field has the ".d" suffix. This tells Infix Server to delete the containing paragraph if it becomes empty.

If Infix Server does delete the containing paragraph, it also deletes the other items in the group leaving just the text box and any other paragraphs it may include.

Dynamic page size

Pro

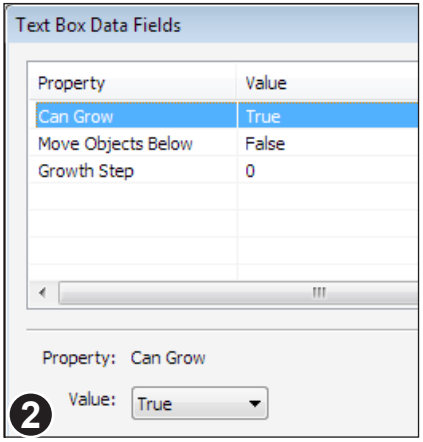
It can be useful if a template automatically grows to fit the text being flowed into it. Infix Server can do this by extending the length of a page and crop box as well as stretching and moving any relevant graphics and page furniture.



Using the **Text tool** click inside the main text box of the ad.

The size of this text box after substituting text will be used to re-size the entire ad.

Only one text box can be used to control overall ad-size.



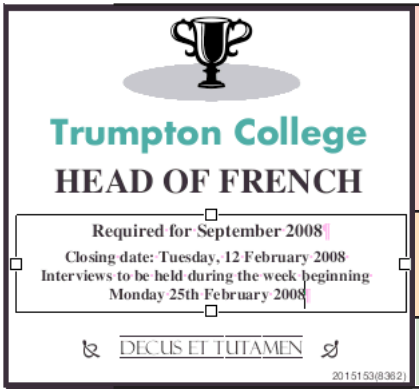
Choose **Text->Text Boxes->Data Fields...**

• Set **Can Grow** to **True**
This means that instead of text overflow resulting in an overset text box (and the text being invisible), the text box will grow downwards to accommodate all the text placed in it.

• Set **Move Objects Below** to **True**
All objects below the bottom line of the text box will move as the text box grows this includes any text, borders and the actual page size itself.

Continued...

Continued from previous page



Objects above key text box will not be moved or stretched.

Between top & bottom of key text box, objects will be stretched as the text box grows

Objects will be moved down as key text box grows

Flowing new text into the key text box causes the ad to grow (along with the page & crop box)

Trumpton College
HEAD OF FRENCH
A dynamic and enthusiastic person is sought to run this popular department and to teach French up to CE and Scholarship standard.
A willingness to join in with games and/or boarding duties would be an advantage, but not essential.
Single accommodation available.
To apply or for further details please contact: Headmaster's Secretary, Trumpton, Tollard Royal, Salisbury, Wilts SP5 5QD
Tel: 01225 515261
www.trumptonorg
Required for September 2008
Closing date: Tuesday, 12 February 2008
Interviews to be held during the week beginning
Monday 25th February 2008
DECUS ET TUTAMEN
2015153(8362)

Unchanged

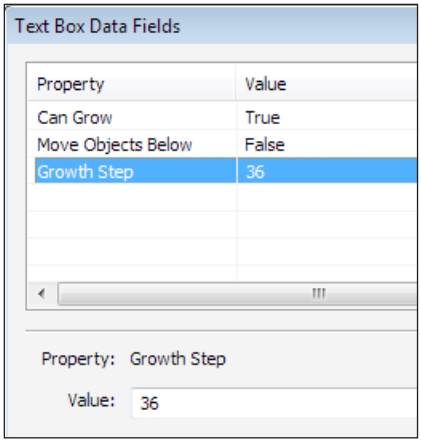
Key text box has been extended. Border around ad has been stretched in proportion to the text box's growth

Objects moved downwards

Continued...

Controlling dynamic page growth

To ensure pages grow in predetermined steps (½ inch steps for example), set the **Growth Step** in the **Text Box Attributes** dialogue box to the required point size.



Here the **Growth Step** has been set to ½ inch. This means the entire ad will extend downwards in jumps of ½ inch.

This includes the page's media box and crop box.

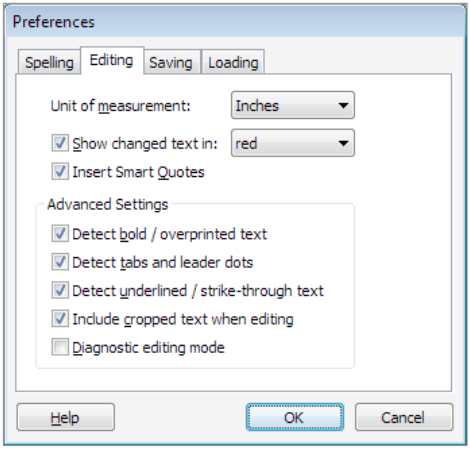
Notes

- The minimum size of the page is the size before any substitutions have been made. That is, the size when preparing the template in Infix Pro.
- Decorative, repeating borders and certain kinds of artwork may not respond well to being stretched vertically. Hence this approach may not be suitable for all ad types.

Preferences

- ☞ Editing preferences
- ☞ Loading preferences
- ☞ Saving preferences
- ☞ Spelling preferences

Editing preferences



Unit of measurement

Choose from Inches, Centimetres, Millimetres, Points and Picas. This setting affects the ruler display and the units used in most dialogue boxes when a distance or size value is required.

Show changed text in:

When enabled (checked) Infix will highlight edited text in the chosen colour. This highlighting will only be visible when the PDF is viewed or printed from Infix and will not show in any other PDF viewer.

Insert smart quotes

When enabled, Infix will try to convert plain quotation marks as typed from the keyboard into "curly quotes". This may not be possible if the font used does not contain either the opening or closing curly quotation mark.

Detect bold / overprint text

Some documents simulate bold text by overprinting text rather than using a bold version of a font. Normally Infix identifies overprinted characters on each page and converts those found into single bold characters.

This check can be disabled to improve speed on complex pages or if Infix is incorrectly identifying overprinted characters.

Detect tabs and Leader dots

Prior to editing, Infix searches for sequences of dots often used as spacers in tabular layouts such as the table of contents in a book. These leader-dot sequences are then given special treatment by Infix and converted into a leader tab. This means that during editing, the leader dots will grow/shrink correctly.

Infix also searches for large gaps between words and inserts equivalent tabstops instead. This too makes it easier to edit tabular data and bullet-lists.

Occasionally this may adversely effect the layout of a page. In this case, disable the feature.

Detect underlined / strike-through text

Prior to editing, Infix searches for all text close to a graphic line of similar length. It then removes the line and assumes the text was either underlines or strike-through depending upon the position of the line relative to the text.

Occasionally this may yield undesirable results and can be disabled for this reason.

Include cropped text when editing

When editing begins, Infix normally grabs all text on a page and converts it into a form ready for interactive editing. When this option is enabled, it will grab all text, even that hidden from view by a page crop. This is useful for searching text that would otherwise be missed.

When disabled, you can use a page crop to limit the amount of text on a page that Infix will 'see'. This is useful for narrowing the effect of a search and replace or for reducing unwanted layout changes at the start of editing.

For example, doing a search and replace on a document's page headers is difficult if the page header uses the same font and size text as the rest of the document. How do you tell Infix to only search in the header and ignore the rest of the page contents?

The answer is to disable this feature, place a crop around the header area using the **Crop tool** , then do the search and replace operation.

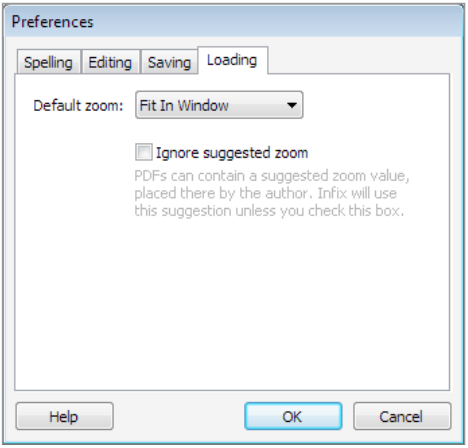
Infix will not only limit the search to text within the crop, it will also leave all other text completely unaltered. After the search has finished, the crop can be removed by choosing **Document->Pages->Remove Crop...** to reveal the complete page text.

Diagnostic editing mode

This option is included for diagnostic use only. It stops Infix from converting the text on a page into an editable form. Objects may still be manipulated but no text editing can be performed whilst this option is enabled.

The option is turned off each time Infix is started.

Loading preferences



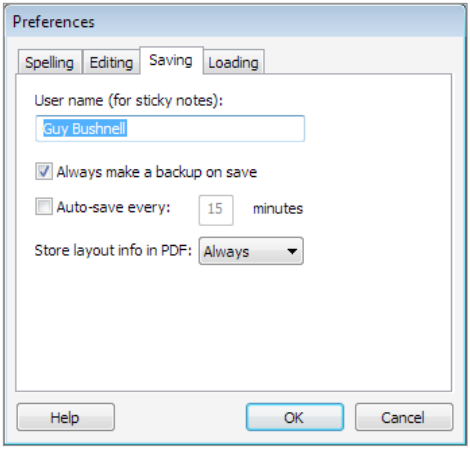
Default zoom

This is the zoom level used when a document is opened. It does not alter the PDF in any way.

Ignore suggested zoom

When enabled, Infix will ignore any initial-zoom suggestion contained within the PDF and use the Default Zoom specified above.

Saving preferences



Autosave every:

When active, Infix saves a recovery backup of the current PDF every few minutes. A gap of around 10 minutes is reasonable. You may wish to increase the interval or disable auto-save for large files or when saving over slow networks.

If you need to recover changes to a document after a crash, open the document you were editing. Infix will detect any autosave file that exists and ask you if you want to open that instead.

Make a backup when saving files

When using **File->Save...** Infix can make an backup of the original file named "Backup of *myfile*.pdf"

This can be disabled for large files or when saving over networks.

Store layout info in PDF

When saving an edited PDF Infix stores additional information such as tab-stop positions, paragraph alignments, indents and margins etc. This makes it easier to edit the PDF using Infix or Infix Server but also increase the size of the PDF file.

Choose **Never** if you want to keep the PDF file as small as possible and do not need to keep the information.

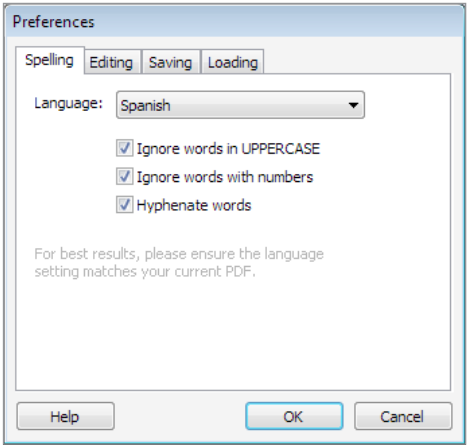
Choose **Always** if the increase in file size is less important than ease of editing (or if you are making templates for Infix Server)

Choose **Sometimes** to let Infix decide. This is the default.

User name

This is the name that will be stored in the change log (see "Tracking changes" on page 140) generated whenever edits are made to a PDF. It is also used to name any sticky-notes, stamps or other annotations you place on the document.

Spelling preferences



Language

This specifies the language to use for spell-checking and for hyphenation. *It is important that this setting always matches the language in your PDF document.* If it does not, the spell-checker will be ineffective and the reflow of your text will not work correctly.

Infix ships with only UK and USA English language spelling dictionaries but does include all hyphenation dictionaries. If you choose a non-English language Infix will ask you if you wish to download the installer from Iceni's website.

Though checked by Iceni, these installers are prepared by third parties and install the spelling data required by the ASpell system used by Infix. If you have access to more up-to-date spelling dictionaries, then these can be used instead of the ones hosted on Iceni's website.

Ignore words in UPPERCASE

Instructs the spell-checker system to skip words consisting of all upper-case letters.

Ignore words with numbers

Instructs the spell-checker system to skip words that contain numbers such as "HT4"

Hyphenate words

To better fit text within its text box, infix will hyphenate certain words according to language-specific hyphenation rules. This is mainly used on fully-justified paragraphs but can also effect normally justified text. Disabling this feature will have a document-wide effect.

To disable hyphenation on a per-paragraph basis, press the right-mouse button when editing the paragraph and choose **Disable hyphenation** *(Pro only)*.

Appendix

- ☞ Custom spelling dictionaries
- ☞ Editing non-English text
- ☞ Fonts in PDF

Editing non-English text

When editing PDFs written in various different languages please remember the following:

- hyphenation will only work if the correct language is chosen using the **File->Preferences...** menu option. If the correct language is not available, it may be better to disable hyphenation.
- spell check requires the correct language to be specified using the **File->Preferences...** menu.
- Infix only supports editing of text read left-to-right. This means editing of Arabic & Hebrew texts is not supported.

Double byte support

Infix fully supports copy/paste of double-byte characters.

A double-byte character can be typed directly by holding down **Alt** while entering the decimal value of the character using the numeric keypad (ensure that 'NumLock' is lit on your keyboard). The character will be inserted when you release the **Alt** key.

For example: **Alt**+0190 = ¾
(you do not need to type the '+' character)

The character codes can be found by using the **Character Map** utility in most versions of Microsoft Windows.

Display of double-byte Characters

When a PDF does not include a required font, Infix substitutes one of its built-in fonts. These fonts cover the standard Latin character sets plus Hiragana, Katakana and a selection of special characters.

If you install the optional Asian Font Pack (available from www.iceni.com/support) the built-in fonts can be extended to include a useful selection of Chinese and Japanese characters.

Characters for which no substitute exists will appear as squares in Infix but may display correctly in other viewers.

Fonts in PDF

To be truly portable, a PDF must include all the fonts it needs to display correctly. These *embedded fonts* describe the way in which each character is drawn.

Typically there will be some characters in a font that are not used in a PDF. In this case, a *font-subset* may be embedded to help reduce the size of the PDF.

A PDF may also simply name the fonts it needs rather than include them. Provided the viewer's computer has the named fonts installed, the PDF will display correctly. If not, the viewer program will try to use a *substitute font* that is similar in appearance.

Certain fonts are always available on every computer that can view PDFs. These are Courier, Times, Helvetica and Symbol. Consequently these fonts are not commonly embedded.

Font considerations

Editing text written with a font that is embedded does not normally present any problems - all of the font's characters are available.

When just a subset of a font is embedded, Infix will search for the required font within your computer's system fonts and will automatically load and use it if found.

If no match can be found, you will have to use a different font instead.

For example, a PDF that contains a single headline written in the font "Marker Felt-Wide":

Mississippi Mud Pie

may include character definitions for the following letters only:

d e i M s u P p

Custom spelling dictionaries

When you press the **Add** button during spell check, Infix records the word you are adding in a *custom dictionary* file on disc.

If you add a word by mistake you can edit the custom dictionary by hand using any standard text editor (such as Notepad).

If you already have a custom dictionary you want Infix to use you can add its contents to Infix's existing dictionary using a text editor.

Locating the custom dictionary

All of the personal word list files (*.pws) for each language are stored in the same folder. A *.pws file is only created if you have added words during a spell check,.

On Windows XP, the default installation path would be:
C:\Documents and Settings\<*username*>\Application Data\Aspell\personal

On Windows Vista and Windows 7:
C:\Users\<*username*>\AppData\Roaming\Aspell\Dictionaries

where <username> should be changed for your username.

Format of custom dictionary

The *.pws dictionary file is a simple list of words, each on a new line. An example is shown below:

```
personal_ws-1.1 es 7
Adstract
Technology
Iceni
Ltd
Bushnell
Norwich
Guy
```

The number at the end of the first line is the count of words in the list. The language code is prior to that - in this case 'es' for Spanish.

Changes to the custom dictionary will take effect the next time Infix is launched.